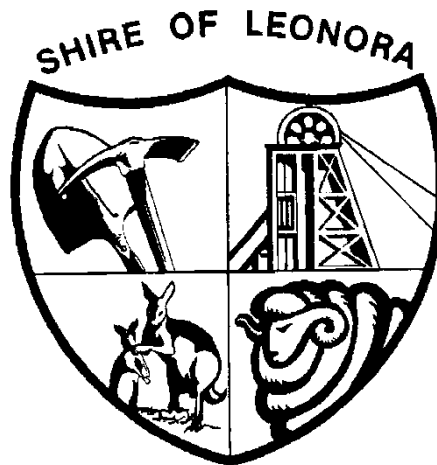


SHIRE OF LEONORA



**MINUTES OF ORDINARY COUNCIL MEETING
HELD IN COUNCIL CHAMBERS, LEONORA
ON TUESDAY 16TH MAY, 2023
COMMENCING AT 9:33AM.**

SHIRE OF LEONORA
ORDER OF BUSINESS FOR MEETING HELD
TUESDAY 16TH MAY, 2023.

COLOUR

CODING	1	DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS	4
	2	DISCLAIMER NOTICE	4
	3	COUNCIL MEETING INFORMATION NOTES	4
	4	PUBLIC QUESTION TIME	4
	4.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	4
	4.2	PUBLIC QUESTION TIME	4
	5	ANNOUNCEMENTS FROM THE PRESIDING MEMBER	4
	6	RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE	5
	6.1	ATTENDANCE	5
	6.2	APOLOGIES	5
	6.3	APPLICATIONS FOR LEAVE OF ABSENCE	5
	6.4	APPROVED LEAVE OF ABSENCE	5
	7	DECLARATION OF INTEREST	5
	7.1	DECLARATIONS OF FINANCIAL INTEREST	5
	7.2	DECLARATIONS OF PROXIMITY INTEREST	5
	7.3	DECLARATIONS OF IMPARTIALITY INTEREST	6
White	8	CONFIRMATION OF MINUTES FROM PREVIOUS MEETING	6
	9	PRESENTATIONS	6
	9.1	PETITIONS	6
	9.2	PRESENTATIONS	6
	9.3	DEPUTATIONS	6
	9.4	DELEGATES REPORTS	6
	10	REPORTS	7
Orange	10.1	REPORTS OF COMMITTEES	7
	(A)	#SaferLeonora Committee	7
Pink	10.2	CHIEF EXECUTIVE OFFICER REPORTS	26

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

	(A) Ageing in Place Facility (Village)	26
	(B) Proposal to Acquire Land for Sub-division Purposes	31
	(C) Delegation Register Review - 2023	40
	(D) Budget Amendment - 22/23 Annual Budget	119
Blue	10.3 DEPUTY CHIEF EXECUTIVE OFFICER REPORTS	122
	(A) Monthly Financial Statements - April, 2023	122
	(B) Accounts for Payment - May 2023	148
Green	10.4 ENVIRONMENTAL HEALTH OFFICER REPORTS	160
Yellow	10.5 ELECTED MEMBERS REPORTS	160
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	160
12	QUESTION FROM MEMBERS WITHOUT NOTICE	160
13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	160
	13.1 ELECTED MEMBERS	160
	13.2 OFFICERS	160
14	MEETING CLOSED TO PUBLIC	160
	14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED	160
	14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC	160
15	STATE COUNCIL AGENDA	160
16	NEXT MEETING	160
17	CLOSURE OF MEETING	160

1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

1.1 The Shire President, Cr PJ Craig declared the meeting open at 9:33am.

1.2 Visitors or members of the public in attendance

Nil

2.0 DISCLAIMER NOTICE

3.0 COUNCIL MEETING INFORMATION NOTES

4.0 PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.2 PUBLIC QUESTION TIME

Nil

5.0 ANNOUNCEMENT FROM THE PRESIDING MEMBER

The Shire President, Cr PJ Craig made the following announcements:

- A meeting was held with Genesis on the 2nd of May, 2023 followed by a dinner for attendees. During this meeting the following items were covered:
 - Confirmation of Genesis's current support for Leonora, and their continuing support in future
 - Plans are in place regarding Ulyses' operations, South of Leonora
 - Accommodation for Genesis staff will be in Leonora itself, and not on Ulyses's site.
 - Land acquisitions have been discussed, and Cr PJ Craig noted that there is an Agenda Item in regards to taking up land to this end to be put to Council this meeting
- In regards to the Department of Social Services funding, 40k of the 1.8m promised is being provided to the Women's group as a proposal salary.
- On the 24th May at 8:30 am in the Council Chambers, the Department of Social Services will be meeting with the council regarding the Safer Housing Initiative and Night Patrol for a safer community.
- A new amendment to the Income Management Reform Bill around the smart card has been submitted to the Hearing Committee. President PJ Craig and President P Hill from Laverton spoke to this committee and raised two questions on notice. These questions were regarding the percentage increases moving off the CDC card and statistics from the Hospital / Police since the removal of the CDC from the effected communities.

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

Currently waiting for the information to be produced, next questions have to be submitted by the 25th May, with the next hearing to be the 24th June, 2023.

- The Audit Entrance Meeting was attended on the 9th May, with Shire staff, the Office of the Auditor General and RSM.
- Outback Grave Markers have been in town again this month, continuing their work with the unmarked graves in and around the area.

6.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

6.1 Attendance

President (Chairperson)

PJ Craig

Deputy President

RA Norrie

Councillors

RM Cotterill

F Harris

AM Moore

AE Taylor

Chief Executive Officer

JG Epis

Deputy Chief Executive Officer

L Trevenen

Manager of Governance

T Matson

6.2 Apologies

Nil

6.3 Applications for Leave of Absence

Cr LR Petersen requested a leave of absence from the meeting to be held today, 16th May, 2023.

COUNCIL DECISION

Moved: Cr AM Moore

Seconded: Cr AE Taylor

Councillor LR Petersen be granted a leave of absence from the meeting to be held today, 16th May, 2023.

CARRIED (6 VOTES TO 0)

6.4 Approved Leave of Absence

Councillor

LR Petersen

7.0 DECLARATION OF INTEREST

7.1 Declaration of Financial Interest

Nil

7.2 Declaration of Proximity Interest

Nil

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

7.3 Declaration of Impartiality Interest
Nil

8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

COUNCIL DECISION

Moved: Cr RA Norrie

Seconded: Cr AM Moore

That the minutes of the Ordinary Council Meeting held on 18 April, 2023 be confirmed

CARRIED (6 VOTES TO 0)

9.0 PRESENTATIONS

9.1 Petitions
Nil

9.2 Presentations
Nil

9.3 Deputations
Nil

9.4 Delegates Reports
Nil

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

10.0 REPORTS

10.1 REPORTS OF COMMITTEES

10.1.(A) #SAFERLEONORA COMMITTEE

SUBMISSION TO: Ordinary Council Meeting
Meeting Date: 16th May 2023

AGENDA REFERENCE: 10.1.(A) MAY 23

SUBJECT: #SaferLeonora Committee

LOCATION/ADDRESS: Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: 6.20 - #SaferLeonora Community Safety & Crime Prevention

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 2nd May 2023

SUPPORTING DOCUMENTS: 1. #SaferLeonora Committee Minutes - April, 2023

BACKGROUND

At its ordinary meeting, held 26th April, 2022, Council resolved to endorse the development of the #SaferLeonora Committee as an official Committee of Council, based on the terms listed in the #SaferLeonora Committee Terms of Reference.

On the 9th August, 2022, the #SaferLeonora Committee met for the first time.

As a committee of Council, it is a requirement that matters raised by the #SaferLeonora Committee at their meetings and detailed in their minutes are to be considered by Council at the next available Ordinary Meeting.

The most recent meeting of the #SaferLeonora Committee Meeting was held on the 19th April, 2023. There are no items that require the specific attention of Council, however the minutes from this meeting should be noted.

STATUTORY ENVIRONMENT

Section 3.2(2) of the *Local Government Act 1995* states that the general function of a local government is to provide for the good government of persons in its district.

POLICY IMPLICATIONS

There are no policy implications resulting from the recommendation of this report.

FINANCIAL IMPLICATIONS

There are no financial implications resulting from the recommendation of this report.

STRATEGIC IMPLICATIONS

Strategic references within the Shire of Leonora's 'Plan for the Future 2021 – 2031' demonstrate connections between development of the #SaferLeonora Committee and community vision for the Shire of Leonora, particularly in relation to:

Social Objective – An empowered and spirited community

Outcomes:

- 1.1 A great sense of community
Strategy 1.1.4 – Celebrate our cultural and social diversity
- 1.2 Community health and well-being initiatives
Strategy 1.2.1 – Support and advocate for community health and wellbeing initiatives and provision of services to the community.
- 1.4 Engaged and supported youth
Strategy 1.4.1 – Support youth engagement and wellbeing.

RECOMMENDATIONS

That Council notes the minutes of the #SaferLeonora Committee Meeting held 19th April, 2023

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved: Cr RM Cotterill

Seconder: Cr RA Norrie

That Council notes the minutes of the #SaferLeonora Committee Meeting held 19th April, 2023

CARRIED (6 VOTES TO 0)

SHIRE OF LEONORA

#SAFERLEONORA COMMITTEE MEETING MINUTES



MINUTES OF #SAFERLEONORA COMMITTEE MEETING HELD IN SHIRE CHAMBERS, LEONORA ON TUESDAY 19TH APRIL, 2023 COMMENCING AT 2:06 PM.

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

1. DECLARATION OF OPENING

1.1 The Chairperson, Ms Naomi Sprigg Dos Santos declared the meeting open at 2:06PM.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

2.1 Attendees

Committee Members:

Dept of Health (<i>Chairperson</i>)	Ms Naomi Sprigg Dos Santos
Community Representative (<i>Deputy Chair</i>)	Ms Marie Pointon
Councillor	Cr Larnie Petersen
Councillor	Cr Ross Norrie
OIC Leonora Police Station (Proxy)	SC Christine Frey
Hope Community Services	Ms Robbie McCleery
Wongatha Community Representative	Mr Calvin Ashwin
Dept of Communities	Mr Michael Saunders (<i>from 2:11pm</i>)

Committee Ex-Officio Members:

Chief Executive Officer (Proxy)	Mr Ty Matson
Shire of Leonora	Ms Kiara Lord

Guests:

WALGA	Ms Michelle Blackhurst (Zoom)
Shire of Leonora	Mr Alex Baxter
St John Ambulance	Drew Aris (Zoom) (<i>until 3:27pm</i>)

2.2 Apologies

Committee Members:

Centrecare	Ms Jenny Lys
Dept of Education	Mrs Jennifer Lobb
Leonora Youth Centre	Mr Rene Reddingius
Nyunnga-Ku	Ms Colleen Berry
Minara Resources	Ms Jenna Whistler

Committee Ex-Officio Members:

PCYC Kalgoorlie	Ms Julie Beeson
St Barbara	Mr Dan Pinte
Dept of Justice	Ms Bree Blokland
Macmahon	Mr Michael Naughton
Dept Local Govt, Sport and Cultural Industries	Ms Erin Bond
Stephen Michael Foundation	Mr Rory Yates
Shooting Stars	Ms Shelley Coleman

3. DISCLOSURE OF INTERESTS

Nil

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

4. PUBLIC QUESTION TIME

4.1 Response to previous public questions taken on notice

Nil

4.2 Public Question Time

Nil

5. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

COMMITTEE DECISION

Moved Ms M Pointon, seconded Ms R McCleery, that the Minutes of the #SaferLeonora Committee Meeting held on 14TH February, 2023 be confirmed as a true and accurate record.

CARRIED (7 VOTES TO 0)

6. COMMITTEE REPORTS

6.1 WORKING GROUP MEETING

SUBMISSION TO: #SaferLeonora Committee Meeting
Meeting Date: 19th April, 2023

AGENDA REFERENCE: 6.1. #SLC APR 23

SUBJECT: Working Group Meeting

REPORTING OFFICER Alex Baxter

PRESS RELEASE TO BE ISSUED Nil

FILE REFERENCE: 6.20 #SaferLeonora Community Safety & Crime Prevention

RESPONSIBLE OFFICER, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Kiara Lord

OFFICER: Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 14th April, 2023

BRIEF: Summary of Working Group Meeting held March, 2023 to discuss projects that could be funded by other sources

SUPPORTING DOCUMENTS Nil

BACKGROUND

On the 27th February, 2023, email correspondence was provided to all committee members requesting volunteers to participate in a monthly #SaferLeonora Working Group specifically to discuss and prepare a "Funding Bundle" that details specific projects that align with the #SaferLeonora Delivery Plan that can be provided to funding and sponsorship bodies that may be able to provide financial or in-kind assistance in delivering these projects.

The first meeting of this working group was held on the 29th March, 2023 with the following members in attendance:

- Naomi Sprigg-Dos Santos
- Alex Baxter
- Jamie Cresswell
- Jennifer Lobb

Others who have elected to participate regularly in this group, but who were unable to attend were:

- Ross Norrie
- Michael Saunders
- Jenna Whistler
- Marie Pointon

It is the intention of the #SaferLeonora Committee to continue to hold these meetings as regularly as possible, and provide the opportunity for other members to attend as well. This is, however an optional meeting, and it is not a requirement that Committee Members do attend.

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

A summary of the projects put forward for inclusion into a "Funding Bundle" has been provided below.

Project	Comment
School Lunches	<ul style="list-style-type: none"> To be offered to everyone attending the school on any given day School currently providing jam and vegemite sandwiches for children who ask Sandwiches most feasible option for wholesome school lunches "Healthy" Sandwich Options such as meat and cheese, salad etc with care taken to ensure dietary requirements are taken into consideration such as celiac and peanut allergies Approximately 100 sandwiches per day would be required, preferably prepared off-site and delivered to the school for lunch Shire of Leonora could make provision in the 2023/2024 budget for financial support so long as quotes and/or receipts can be provided
Evening Meals	<ul style="list-style-type: none"> It was decided that evening meals be put on hold temporarily, so the focus can be on other opportunities Shire of Leonora may be able to utilise 2023/24 budget provision for this once other projects have been finalised
Indigenous Heritage	<ul style="list-style-type: none"> Plaques and other signs for significant plants and individuals with connections to Leonora Examples include Sadie Canning and May O'Brien Similar project to the Heritage Trail, though the focus will be on the indigenous people in the area The Shire of Leonora noted that this could tie in quite well with the intention for the Shire to create a Leonora Museum in the old CRC building
Youth Precinct	<ul style="list-style-type: none"> Some progress has been noted in reference to the old DCP Building Proposal for a Youth Precinct in that area has been discussed, particularly as it is close to the current Youth Centre. Ideas for incorporation into the Youth Precinct include: <ul style="list-style-type: none"> Rage Cage (as already discussed by the committee) Water Park Grassed Area Bundling Lotterwyest Grants could also be utilised for a Youth Centre Upgrade, Rec Centre Expansion or Skate Park Redevelopment if the DCP Building remains unavailable.

Mr Michael Saunders, Department of Communities, Entered the meeting at 2:11 PM

STRATEGIC IMPLICATIONS

Strategic references within the Shire of Leonora's 'Plan for the Future 2021 – 2031' demonstrate connections between development of the #SaferLeonora Committee and community vision for the Shire of Leonora, particularly in relation to its Social Objective – An empowered and spirited community.

STATUTORY ENVIRONMENT

Section 3.2(2) of the *Local Government Act 1995* states that the general function of a local government is to provide for the good government of persons in its district.

FINANCIAL IMPLICATIONS

There are no financial implications resulting from the recommendation of this report.

POLICY IMPLICATIONS

There are no policy implications resulting from the recommendation of this report.

RISK MANAGEMENT

This item has been evaluated against the Shire of Leonora's Risk Management Strategy, Risk Assessment Matrix, the results of which are noted in the table below.

Risk Category	Description	Likelihood	Consequence	Rating	Mitigation
Performance	Nil	Nil	Nil	Nil	Nil
Financial	Nil	Nil	Nil	Nil	Nil
Environmental	Nil	Nil	Nil	Nil	Nil
Reputation	Nil	Nil	Nil	Nil	Nil
Service Delivery / Business Interruption	Nil	Nil	Nil	Nil	Nil
Legislative / Regulatory / Policy / Occupational Safety & Health	Nil	Nil	Nil	Nil	Nil

RECOMMENDATION

That the Committee endorse the projects as noted by the #SaferLeonora Working Group, and confirm the activities noted for inclusion in a formal "Funding Bundle" to be provided to potential funding and sponsorship bodies to progress the #SaferLeonora Delivery Plan.

VOTING REQUIREMENT

Simple Majority

COMMITTEE DECISION

Moved Ms C Frey, seconded Cr LR Petersen, that the Committee endorse the projects as noted by the #SaferLeonora Working Group, and confirm the activities noted for inclusion in a formal "Funding Bundle" to be provided to potential funding and sponsorship bodies to progress the #SaferLeonora Delivery Plan.

CARRIED (8 VOTES TO 0)

6.1 COMMITTEE REPORTS

1.2 #SAFERLEONORA DELIVERY PLAN & AGENCY UPDATES

SUBMISSION TO: #SaferLeonora Committee Meeting
Meeting Date: 19th April, 2023

AGENDA REFERENCE: 6.2. #SLC APR 22

SUBJECT: #SaferLeonora Delivery Plan & Agency Updates

REPORTING OFFICER Kiara Lord

PRESS RELEASE TO BE ISSUED Nil

FILE REFERENCE: 6.20 #SaferLeonora Community Safety & Crime Prevention

RESPONSIBLE OFFICER, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Kiara Lord

OFFICER: Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 14th April, 2023

BRIEF: To provide an opportunity for staff, and external groups/agencies to review and discuss pertinent matters relating to the safety of the local community

SUPPORTING DOCUMENTS

1. #SaferLeonora Delivery Plan Progress (Complete)
2. #SaferLeonora Delivery Plan Progress (all)

BACKGROUND

To assist in the committee's ability to progress towards achieving the goals of the #SaferLeonora Delivery Plan, a list of actions has been developed and is able to be continually updated by relevant committee members to demonstrate progress towards achieving each point as noted.

Since the previous meeting, the Committee has successfully completed 2 tasks to help further the achievements of the #SaferLeonora Committee. Provided alongside this agenda are PDFs of the completed actions, as well as all remaining actions to be addressed this financial year. To date, 21 tasks have successfully been completed.

A further benefit of committees such as the #SaferLeonora Committee is the ability for external groups to provide an update on initiatives, challenges and opportunities that the local community is facing, relaxing the burden of reporting such updates during Council meetings. Relevant external groups and agencies may present pertinent matters of discussion related to the area of community safety and crime prevention, as well as any other programs or activities relating to external groups/agencies.

To allow for discussion of pertinent matters by staff and external groups/agencies and provide comments/input into the current state of the #SaferLeonora Delivery Plan, it is being recommended that standing orders are suspended for a short period.

STRATEGIC IMPLICATIONS

Strategic references within the Shire of Leonora's 'Plan for the Future 2021 – 2031' demonstrate connections between development of the #SaferLeonora Committee and community vision for the Shire of Leonora, particularly in relation to its Social Objective – An empowered and spirited community.

STATUTORY ENVIRONMENT

Section 3.2(2) of the *Local Government Act 1995* states that the general function of a local government is to provide for the good government of persons in its district.

FINANCIAL IMPLICATIONS

There are no financial implications resulting from the recommendation of this report

POLICY IMPLICATIONS

There are no policy implications resulting from the recommendation of this report.

RISK MANAGEMENT

This item has been evaluated against the Shire of Leonora's Risk Management Strategy, Risk Assessment Matrix, the results of which are noted in the table below.

Risk Category	Description	Likelihood	Consequence	Rating	Mitigation
Performance	Nil	Nil	Nil	Nil	Nil
Financial	Nil	Nil	Nil	Nil	Nil
Environmental	Nil	Nil	Nil	Nil	Nil
Reputation	Nil	Nil	Nil	Nil	Nil
Service Delivery / Business Interruption	Nil	Nil	Nil	Nil	Nil
Legislative / Regulatory / Policy / Occupational Safety & Health	Nil	Nil	Nil	Nil	Nil

RECOMMENDATION

That the Committee;

- 1) accept the update on the progress of the #SaferLeonora Delivery Plan to date; and
- 2) suspends standing orders to allow further discussion pertaining to group/agency updates, including updates specific to the #SaferLeonora Smartsheet, to resume once discussion has been completed.

VOTING REQUIREMENT

Simple Majority

COMMITTEE DECISION

Moved Ms C Frey, seconded Ms M Pointon, that the Committee;

- 1) accept the update on the progress of the #SaferLeonora Delivery Plan to date; and
- 2) suspends standing orders to allow further discussion pertaining to group/agency updates, including updates specific to the #SaferLeonora Smartsheet, to resume once discussion has been completed.

CARRIED (8 VOTES TO 0)

Chairperson, Ms Naomi Sprigg Dos Santos suspended standing orders at 2:19pm

RESUMPTION OF STANDING ORDERS**COMMITTEE DECISION**

Moved Ms C Frey, seconded Mr M Saunders, that the Committee resume standing orders to proceed with the rest of the items on the Agenda.

CARRIED (8 VOTES TO 0)

Standing orders resumed at 3:27pm with all those previously listed in the record of attendance present, except Mr Drew Aris who had to leave the meeting.

ORDINARY COUNCIL MEETING MINUTES

2022/2023 #SaferLeonora Delivery Plan

smartsheet

Task Name	Lead Committee Member/Stakeholder	Due Date	Status	Not Current Financial Year	Progress Update
4 Promote the registration of private and business CCTV with the WA Police Force Cam-Map initiative.	Michelle Blackhurst, Talitha Sprigg	11-Oct-2022	Complete	<input checked="" type="checkbox"/>	MB - Cam-Map has been researched. Promotional material has been developed and provided to Shire of Leonora's Marketing Team for distribution.
18 Investigate funding opportunities for Rage Cage.	erin.bond@dlgsc.wa.gov.au, Jamie Cresswell, Michelle Blackhurst	11-Oct-2022	Complete	<input checked="" type="checkbox"/>	JC - The CSRRF Small Grant round will be opened on 01 February for projects up to the value of \$300k (excluding GST). The CSRRF grant can contribute up to one third towards the costs of the project. Lotterywest are interested in supporting projects such as this where other funding partners have been included. The Committee can therefore approach Lotterywest for an additional third of the project. The remaining third will need to be raised.
19 Seek quotes for installation and supply of a Rage Cage.	Jamie Cresswell	11-Oct-2022	Complete	<input checked="" type="checkbox"/>	JC - This has been completed. As this is a unique item it is not possible to seek 3 different quotes from different companies. See paperclip to the left.
20 Investigate other Shires with recent Rage Cage installation and seek feedback.	Jamie Cresswell	11-Oct-2022	Complete	<input checked="" type="checkbox"/>	JC - Contacted the Shire of Valgool (on the advice of Erin) and they are having success with youth engagement with older youth with the Rage Cage.
27 Create home security checklists for residents. Provide this to the Shire for inclusion on the 'Community safety' tab on the website.	Michelle Blackhurst		Complete	<input checked="" type="checkbox"/>	MB - Checklist has been developed and included on the Shire of Leonora website. See paperclip to the left.
28 Investigate the availability of current WA Seniors Safety and Security Rebate and market to elderly residents.	Michelle Blackhurst		Complete	<input checked="" type="checkbox"/>	MB - WA Seniors Safety and Security Rebate has been investigated and information is included on the Shire of Leonora website. See paperclip to the left for application form.
50 School holiday program September/October 2022	Alex Baxter, Drew Whitby, Julie Beeson, Rene Reddingius, Rory Yates, Shelley Coleman	23-Sep-2022	Complete	<input checked="" type="checkbox"/>	
51 School holiday program December 2022/January 2023	Alex Baxter, Drew Whitby, Julie Beeson, Rene Reddingius, Rory Yates, Shelley Coleman	16-Dec-2022	Complete	<input checked="" type="checkbox"/>	#SLC - 13/12/2022 - Artgold in January, PCYC, YMCA, West Coast Eagles Development Officer and community activities and movie nights at the park (Friday nights) (Waterfront December 2022) (Portable electronic VMB message boards from Shire)
65 Map existing programs, services and community groups.	Michelle Blackhurst	31-Jul-2022	Complete	<input checked="" type="checkbox"/>	MB - Expression of Interest in 'Youth At Risk' funding has been submitted to extend the opening hours of the Leonora Youth Centre. MB - Map and gap of youth service provides was conducted as part of the Youth Services Review.
66 Create an email network of Leonora youth stakeholders as a communication tool and encourage regular conversation and collaboration within the group.	Michelle Blackhurst	31-Jul-2022	Complete	<input checked="" type="checkbox"/>	See paperclip to the left.
72 Arrange permissions for funding applications to be auspiced by the Shire of Leonora via the #SaferLeonora Committee.	Michelle Blackhurst		Complete	<input checked="" type="checkbox"/>	MB - As an Official Committee of Council, this auspicing arrangement is now secured. The #SaferLeonora Committee can apply for funding using the Shire of Leonora as an auspicing body. Council will need to approve applications.
130 Implement "I need you to say no" campaign targeted at parents of young people 12 to 17 years. Campaign resources will include audio and visual media in September and October 2022.	Michelle Blackhurst, Robbie McCleery, Talitha Sprigg	31-Aug-2022	Complete	<input checked="" type="checkbox"/>	MB - A Photo Voice was developed to support this campaign. See paperclip to the left. This can be used by any of the #SaferLeonora Stakeholders. AJ - On 21.10.2022 Sent campaign fact sheet to all high schools in the Goldfields (including Leonora District High School). Furthermore, Hope CS used supplied MHC radio audio to be on local radio station Triple M Goldfields 98.1 during the whole month of November 2022 (30 days).
154 Request the development of the #SaferLeonora Committee as an 'Official Committee of Council' to ensure that the Committee retains its value and drive.	Jamie Cresswell	31-May-2022	Complete	<input checked="" type="checkbox"/>	MB - #SaferLeonora Committee has been adopted by Council as an Official Committee of Council.
156 Develop a list of key stakeholders to be members of the Committee based on the Stakeholder Impact Assessment.	Michelle Blackhurst	31-May-2022	Complete	<input checked="" type="checkbox"/>	MB - List of stakeholders was researched as part of the #SaferLeonora Community and Stakeholder Engagement. Stakeholders were selected based on their potential impact on community safety and crime prevention.
157 Develop Terms of Reference for #SaferLeonora Committee.	Michelle Blackhurst	30-Jun-2022	Complete	<input checked="" type="checkbox"/>	MB - Terms of Reference have been developed and approved by Council.
158 Develop the #SaferLeonora Plan 2022-2027 and review bi-annually.	Michelle Blackhurst	31-Jul-2022	Complete	<input checked="" type="checkbox"/>	
164 Create a #SaferLeonora home safety and security checklist to encourage property owners to target harden their property.	Michelle Blackhurst		Complete	<input checked="" type="checkbox"/>	
170 Create an action plan to capture the road safety initiatives relevant to Leonora.	M Blackhurst		Complete	<input checked="" type="checkbox"/>	SLC 14/02/23 - Road Action Safety Plan to be forwarded to Council for endorsement
187 Book the WALGA RoadWise courtesy speed display signs to alert road users to their speed, and to collect data on speeds of vehicles through the town centre.	Jamie Cresswell, Kiara Lord	28-Feb-2023	Complete	<input checked="" type="checkbox"/>	MB - Signs have been booked and will be in use in Leonora in March 2023.
202 Update the 'Community Safety' tab on the Shire of Leonora website with the name #SaferLeonora, and add relevant and accessible #SaferLeonora information.	Kiara Lord		Complete	<input checked="" type="checkbox"/>	
213 Develop 'Photo Voices' to share community safety messages using the experience of local people to give the message personal meaning. Visual cues to share simple messages from the heart. Aboriginal Elder - FASO Awareness, WAPOL - Antisocial Behaviour, Pub Owner - Alcohol Consumption, School Principal - Feeling Safe, Aboriginal Leader - Domestic Violence, Police/Paramedic - Road Safety.	Michelle Blackhurst		Complete	<input checked="" type="checkbox"/>	MB - Photo Voices have been developed and provided to Shire of Leonora's Marketing Team for distribution. See the paperclip to the left for current Photo Voices.

Comments

Row 4: Promote the registration of private and business CCTV with the WA Police Force Cam-Map initiative.

Michelle Blackhurst (michelle.blackhurst@bigpond.com) | Created 1 August 2022 6:52 PM | Updated 1 August 2022 6:54 PM

Cam-Map

Accurate knowledge of the locations of CCTV systems (both private and business) greatly assists WA Police to investigate incidents and improve community safety.

'Cam-Map WA' is a database operated by the Western Australia Police Force that allows owners of CCTV systems to securely self-register their equipment.

If you have CCTV, we would really appreciate your help! You can make a big difference by taking 2 minutes to follow the link and register your CCTV.

<https://cam-mapwa.police.wa.gov.au/>

#SaferLeonora

ORDINARY COUNCIL MEETING MINUTES

2022/2023 #SaferLeonora Delivery Plan

smartsheet

Task Name	Lead Committee Member/Stakeholder	Due Date	Status	Not Current Financial Year	Progress Update
Focus 1: Creating Safer Places and Spaces					
1.1 Reduce the opportunity for crime or offending behaviour.					
1.1.1 Apply 'Designing Out Crime' principles within the community.					
Conduct a 'map and gap' of community based CCTV to identify key gaps.	Jamie Cresswell, Michelle Blackhurst		In Progress		MB - Downer have a staged approach to CCTV installation in gaps identified by the Shire of Leonora. This is currently in the planning stages. #SLC 14/02/23 - Downer in area recently, discussing potential for State Commander to access feeds and incorporate combined effort utilising cameras in Mercedes, Laverton (Milestone CCTV System currently implemented - compatible with Leonora's System - installing ANPR between Laverton and Leonora) - at the very least in the neighbouring townships to assist in crime prevention. Wiluna will be looking into CCTV as well. OVRCC has been looking into it as well.
Upgrade the CCTV infrastructure if gaps are identified.	Jamie Cresswell, Michelle Blackhurst		In Progress		JC - There was an identified gap in CCTV infrastructure with Automatic Number Plate Recognition (ANPR) within and surrounding Leonora. This technology will assist with tracking vehicles of interest (including stolen vehicles and missing people). Shire of Leonora is currently investigating ANPR installation. SLC 14/02/23 - Downer spoke about 3 stage approach, Leonora's CCTV is spot on so far as covering gaps
1.1.2 Encourage activity in local parks, spaces and facilities.					
Activate the Rec Centre with alternative activities that will attract youth (for example, purchase rollerskates and run indoor rollerskating, purchase of boxing equipment and start boxing classes). Note: Rollerskating in the Rec Centre will not damage the floor. Contact the Shire of Irwin for feedback on this.	Alex Baxter		Not Started		EB - DLGSC can be engaged to support activation, possible funding options. 16/11/22: DLGSC and Alex Baxter meeting 18/11/22 to discuss opportunities.
Arrange a meeting between DLGSC and Shire of Leonora to discuss funding opportunities to activate the Recreation Centre with alternative activities, as recommended by Erin.	Alex Baxter, erin.bond@dlgsc.wa.gov.au	30-Nov-2022	Not Started		SLC 14/02/23 - Meeting has occurred - waiting on further advice - Michelle happy to offer support re: CSRFF apps.
Encourage community-driven alternative activation in the town centre, both day and night using vacant shops, public open spaces and streets (e.g. colouring in station, cultural object making workshops).	Rene Reddingius	7-Feb-2023	In Progress		MB - We have called for a donation of scooters to activate the Skate Park. 18 scooters have been delivered to Leonora by Rene to distribute to local young people. #SLC - 13/12/2022 - Require Update re: Distribution of Scooters. SLC 14/02/23 - 7 scooters given out. Busy Bee conducted recently with the kids. And unfortunately, most scooters provided by police have gone missing. But most have managed to be handed to youth that are contributing positively to their community through their behaviours or support of various activities conducted to aid with this item.
Rage Cage for old CPFS Lot	Alex Baxter, Jamie Cresswell, Jim Epis	31-Mar-2023	In Progress		EB - DLGSC can be engaged for funding. Has also discussed with Lotterywest. JC - The Department of Communities owns the land parcel that is proposed as the location for installation of the Rage Cage. The #SaferLeonora Committee require a letter from the Department of Communities indicating that there is approval to construct on that space. A request has been made to obtain this approval. Awaiting response. #SLC - 13/12/2022 - Possible Plan Bs - Skate Park (incorporate Skate Park Rage Cage) or Rec Centre Outdoor area - For Skate Park speak to Larnie/Lamborn - Confirm with Shire re: Rec Centre space availability. (Still trying to get in under 300K) (Dave Hadden to check rec centre) (Transportable?) Budget confirmation SLC 14/02/23 - Minister the way to go - Requested that Jim provide Jamie with details of current communication to justify going further with it. Jim to advise previous correspondents with advice that the Shire, and the committee will be moving forward with seeking a response from higher up. Jamie to proceed further following Jim's email.
Complete grant application for Rage Cage.	Alex Baxter	28-Feb-2023	In Progress		JC - Contacted the Shire of Yalgoo (on the advice of Erin) and they are happy to provide their grant application to the #SaferLeonora Committee to make the application process easier. Yalgoo CEO Ian Holland will send the application. #SLC - 13/12/2022 - Application from Yalgoo has been received SLC 14/02/23 - Proceed with application while waiting on results re: Lot.
Contact Lotterywest regarding funding of one third of the Rage Cage.	Alex Baxter	1-Feb-2023	Not Started		
Submit CSRFF grant application.	Alex Baxter	31-Mar-2023	Not Started		
Meet with Erin to discuss the CSRFF application process prior to grant opening on 01 Feb 2023. CSRFF can fund up to one third.	Alex Baxter, erin.bond@dlgsc.wa.gov.au	1-Feb-2023	Not Started		EB - 16/11/22: DLGSC and Alex Baxter meeting 18/11/22 to discuss process.
Investigate CPFS lot and ability to purchase/repurpose	Jim Epis	11-Oct-2022	In Progress		Update: Meeting December, 2022. JE - Department of Communities Liaising with the Department of Lands, Planning and Heritage in regards to the sale of the property. In regards to the sale, Shire of Leonora remains an interested party. Capital expenditure of any nature would not be committed on and over which the Shire of Leonora had no management control.
Enable access to public open spaces during day and night where possible.	Jim Epis, Larnie Petersen, Ross Norrie		In Progress		Update: Meeting December, 2022 JE - Purchase Order has been raised in favour of West Coast Sporting Surfaces to proceed the Leonora Sports Court Re-Development project. Value of \$104,620.00 plus GST. #SLC - 13/12/2022 - Includes lighting upgrades SLC 14/02/23 - March/April to resurface courts & lighting - Push button lights to minimise power consumption and limit to when lights do go on. Movement of gate to the front of the courts so access can be off the main street 24/7
1.1.3 Implement target hardening initiatives with the Leonora community.					
Distribute 'Business Beat' brochure (WAPOL website) to businesses to improve education on business security.	Drew Whitby	31-Dec-2022	In Progress		MB - Relevant brochures are attached. See paperclip to the left. KL - Brochures have been forwarded to the CRC Staff for printing and distribution/display as needed
Facilitate a campaign to remind people to lock up their homes and vehicles.	annie.james@hopecs.org.au, Marie Pointon		In Progress		SLC 14/02/23 - Research has begun re: Similar campaigns and methods for distributing to community - Annie from Hope has offered support (Resources from Police Website)
Lock/Leave/Leave Campaign - Minesite focus as well as community	Jamie Cresswell	7-Feb-2023	In Progress		#SLC - 13/12/2022 - Senior Security Rebate - CRC to help facilitate application process. Security checklist to be incorporated Sensor Lights - Cheapies from Burnings.
1.1.4 Reduce high risk behaviours that impact on the safety of Leonora residents and visitors.					
Investigate 'Please Slow Down - Consider Our Kids' wheely bin stickers from WALGA's RoadWise program for provision to property owners.	Jamie Cresswell, M Blackhurst	28-Feb-2023	In Progress		MB - Investigated opportunity to access the stickers for bins. These are not provided for free. They are purchased by the Local Government at \$1.99 per sticker. Perhaps we can look at Road Safety Grant (opening 04 January 2023) and have this paid for as part of a bigger road safety project. JC - Shire of Leonora has offered to fund the stickers. Stickers are currently being designed and prepared for print. #SLC - 13/12/2022 - Stickers have been designed - waiting for Print. SLC 14/02/23 - Photo and Media Release re: Stickers once they've arrived to encourage public awareness of this program
Seek funding to purchase two (one for each end of the main thoroughfare through town) digital message boards to encourage truck drivers and other road users to slow down when driving through the town centre. Note: these can be used for activation and community announcements (emergency response, events, drawing attention to attractions, community safety messaging, warning about works programs, etc.)	Alex Baxter	28-Feb-2023	In Progress		MB - Road Safety grants will open on 04 January. This project could be considered by the #SaferLeonora Committee for an application. Shire of Leonora has registered their interest with WALGA to use the Courtesy Speed Reduction Signs (showing your speed and a happy face or a sad face) for a trial period to gain an understanding of whether signage such as this would make any difference to the speed of drivers in Leonora. A date of use will be confirmed in coming weeks. #SLC - 13/12/2022 - Road Safety Grant to be used for Emergency Services Day (Road Safety) 21st May, 2023. Temporary Speed Signs - March/April, 2023 SLC 14/02/23 - Application Submitted - waiting for confirmation of being approved - Sign at Supermarket - consider update and replacement. Seek permission & Obtain an updated campaign Slow down (Investigate Road Safety Commission Grant - re-released shortly)
1.2 Improve the perception of safety and security at night in the Leonora town centre.					
1.2.1 Increase visibility of surveillance activities.					

ORDINARY COUNCIL MEETING MINUTES

Task Name	Lead Committee Member/Stakeholder	Due Date	Status	Not Current Financial Year	Progress Update
1.2.2 Reduce untidy and unwelcoming surroundings.				<input type="checkbox"/>	
38 Seek incentives to encourage participation in litter collection programs such as 'Keep Australia Beautiful'.	Marie Pointon	31-Jan-2023	Not Started	<input type="checkbox"/>	
39 Facilitate litter collection programs such as 'Keep Australia Beautiful'.	Marie Pointon	31-Jan-2023	In Progress	<input type="checkbox"/>	MB - Litter collection resources have been ordered (gloves, tongs and rubbish bags) to facilitate a clean up. A post has been placed on The Leonora Grapevine to let people know that Keep Australia Beautiful Day is approaching. SLC 14/02/23 - Clean up Australia Day 5th March, and Keep Australia Beautiful - Containers for Change? Containers for Change Depot at Youth Centre to assist with overflow from current depot - overseen by senior youth, provides education service for respect for surroundings School & Youth centre coordination - volunteer based
40 Apply for the Keep Australia Beautiful Litter \$5,000 Grant 2023 round to do a community education project on litter.	Marie Pointon	9-Jan-2023	Not Started	<input type="checkbox"/>	MB - Grant will be available from around January 2023 at https://www.kabc.wa.gov.au/get-involved/community-litter-grants
41 Promote 'Snap Send Solve'. This is a free app that allows you to easily report service issues from your mobile phone reports are submitted directly to responsible organisation for action. It encouraged the community to actively be part of the solution.	Talitha Sprigg	31-Dec-2022	In Progress	<input type="checkbox"/>	MB - Information provided to Shire of Leonora's Marketing Team for distribution. #SLC - 13/12/2022 - Follow up with Talitha - Re: Timeframe
Focus 2: Supporting Families, Children and Youth				<input type="checkbox"/>	
2.1 Prevent children and young people from becoming involved in the youth justice system and improve the outcomes of those who do.				<input type="checkbox"/>	
2.1.1 Increase availability and accessibility of services and programs.				<input type="checkbox"/>	
46 Facilitate email network of Leonora youth stakeholders.	Alex Baxter		In Progress	<input type="checkbox"/>	MB - Youth Stakeholder meeting held in October 2022 revealed that stakeholders would prefer some coordination of youth services and youth stakeholders. They felt that this sits best with the Shire of Leonora.
47 Develop and market collaborative school holiday programs with the support of all stakeholders.	Alex Baxter, Drew Whitby, Julie Beeson, Rene Reddingius, Rory Yates, Shelley Coleman		In Progress	<input type="checkbox"/>	
52 School holiday program April 2023	Alex Baxter, Drew Whitby, Julie Beeson, Rene Reddingius, Rory Yates, Shelley Coleman	31-Mar-2023	Not Started	<input type="checkbox"/>	
53 School holiday program July 2023	Alex Baxter, Drew Whitby, Julie Beeson, Rene Reddingius, Rory Yates, Shelley Coleman	30-Jun-2023	Not Started	<input type="checkbox"/>	
54 School holiday program September/October 2023	Alex Baxter, Drew Whitby, Julie Beeson, Rene Reddingius, Rory Yates, Shelley Coleman	23-Sep-2023	Not Started	<input type="checkbox"/>	
55 School holiday program December 2023/January 2024	Alex Baxter, Drew Whitby, Julie Beeson, Rene Reddingius, Rory Yates, Shelley Coleman	15-Dec-2023	Not Started	<input type="checkbox"/>	
56 Provide updated information about service providers to Shire of Leonora to add to the community directory on the website. Promote this resource.	Drew Whitby	31-Dec-2022	Not Started	<input type="checkbox"/>	
57 Seek funding to facilitate a Creators Hub / Makers Hub (art and craft) for young people not in physical activities, and facilitate intergenerational relationships.	Alex Baxter	30-Jun-2023	Not Started	<input type="checkbox"/>	EB - DLGSC can be engaged through Arts and Culture grants #SLC - 13/12/2022 - Up to 3 different projects each year 15,000 max SLC 14/02/23 Meeting yesterday and suggested lottery/vest to assist with facilitating activities under this banner
59 Identify vacant shops and other 'in-between use' spaces suitable for activation.	Is there a Committee member interested in doing this task?		Not Started	<input type="checkbox"/>	#SLC - 13/12/2022 - Ross Norrie (Accounting) Will be happy to update his window. Not really any vacant properties along the main street to activate. SLC 14/02/23 - Not sure if there's anything further to do here
60 Activate vacant shops and other 'in-between use' spaces with displays and interactive activities that promote services available.	Is there a Committee member interested in doing this task?		Not Started	<input type="checkbox"/>	
61 Facilitate the 'Keeping Kids in Schools' program.	bianca.groombridge@education.wa.edu.au	31-Jan-2023	Not Started	<input type="checkbox"/>	
62 Create 'Keeping Kids in Schools' information posters with information about the new school year (school holiday dates etc.).	bianca.groombridge@education.wa.edu.au	31-Jan-2023	Not Started	<input type="checkbox"/>	SLC 14/02/23 - Cencuse this week - highschool numbers are very reduced, trying to offer alternatives to current offers to tr and engage more students
63 Distribute 'Keeping Kids in Schools' information posters throughout the community.	bianca.groombridge@education.wa.edu.au	31-Jan-2023	Not Started	<input type="checkbox"/>	
64 Facilitate a 'Back to School' activity to ensure vulnerable young people have school supplies.	bianca.groombridge@education.wa.edu.au	31-Jan-2023	Not Started	<input type="checkbox"/>	
67 Establish a list of services required and lobby for additional groups and services to fill the gaps.			Not Started	<input type="checkbox"/>	
2.1.2 Increase engagement in education.				<input type="checkbox"/>	
73 Identify stakeholders to support specific barriers experienced by young people and create an agreed localised referral process to better support Leonora DHS in providing a wrap around service for at risk young people.			Not Started	<input type="checkbox"/>	
74 Support Leonora DHS to access funding to strengthen their ability to deliver current and additional learning programs.			In Progress	<input type="checkbox"/>	MB - Shire of Leonora have supported an additional school based SMF program for 2022/2023. SLC 14/02/23 - Currently investigating alternative programs to try and re-engage students that have been disengaged for significant amounts of time
2.1.3 Develop opportunities for vulnerable families and children to access food when in need.				<input type="checkbox"/>	
76 Facilitate weekly healthy cooking on a budget workshops for vulnerable young people.	Alex Baxter		In Progress	<input type="checkbox"/>	#SLC - 13/12/2022 - Incorporated into School Holiday Program SLC 14/02/23 - Waiting on Recreation Centre Upgrade for further programs - Can use the school home ec building. SMF also run programs.
77 'Foodscaping' in the town centre.	John Oxley		In Progress	<input type="checkbox"/>	#SLC - 13/12/2022 - 2 Trees planted SLC 14/02/23 - Still continuing. 3 trees planted now - only young and needing to be maintained.
78 Investigate opportunity for the church to facilitate a soup kitchen service on a day when food is not already available.	Marie Pointon		In Progress	<input type="checkbox"/>	MP - advice received from Shire re: health requirements. All food must be prepared in a commercial kitchen (Waalit, bowls club, or sports complex), and if transported for distribution must meet all safe food handling requirements. #SLC - 13/12/2022 - Rose at Bowls Club might be a good contact for this. Rec Centre being upgraded SLC 14/02/23 - Incorporate into Sunday Bowls? Rose & Kathy Contacts
79 Reintroduce the 'Hot Lunch Program' to provide vulnerable children access to food.	bianca.groombridge@education.wa.edu.au		Not Started	<input type="checkbox"/>	SLC 14/02/23 - Currently sandwiches and fresh fruit are working alright, though heated food creates problems as not enough resources to heat them up. Worth investigating further, but identifying what resources could be used to help with this. - Should eb able to incorporate Youth Centre as well for evening meals - possible funding sources?
81 Food Secure Goldfields Region - Food Community Launch	bianca.groombridge@education.wa.edu.au, naomi.spriggdossantos@health.wa.gov.au			<input type="checkbox"/>	#SLC - 13/12/2022 - Parliamentary committee came through (State Wide, not just goldfields) regarding funding for school lunches.
82 School lunch Program	bianca.groombridge@education.wa.edu.au, Larnie Petersen			<input type="checkbox"/>	#SLC - 13/12/2022 - Possible discussion with OPL re: Provision of food for school lunches. Kid friendly & Available for everyone
2.2 Increase access to leadership and development opportunities and activities for Leonora young people.				<input type="checkbox"/>	
84 2.2.1 Increase opportunity for Leonora young people to access leadership and development opportunities, and activities that are available in surrounding communities.				<input type="checkbox"/>	
85 Identify programs and initiatives within close proximity to Leonora, and promote them to Leonora young people.	Alex Baxter, Rene Reddingius, Rory Yates		Not Started	<input type="checkbox"/>	

ORDINARY COUNCIL MEETING MINUTES

Task Name	Lead Committee Member/Stakeholder	Due Date	Status	Not Current Financial Year	Progress Update
91 2.3 Reduce opportunity for domestic violence.				<input type="checkbox"/>	
92 2.3.2 Facilitate opportunity for crisis care accommodation for women and children.	Larnie Petersen			<input type="checkbox"/>	
93 Develop a business case/feasibility study for the development of crisis accommodation in Leonora for women and children at risk.	Jim Epis, Larnie Petersen, Ross Norrie		Not Started	<input type="checkbox"/>	#SLC - 13/12/2022 - Email forwarded to GIHO - no further updates as of yet.
94 Seek funding to produce a feasibility study for development of crisis accommodation in Leonora.	Jim Epis, Larnie Petersen, Ross Norrie		Not Started	<input type="checkbox"/>	#SLC - 13/12/2022 - Email forwarded to GIHO - no further updates as of yet. SLC 14/02/23 Discussion Paper released recently re: Possible grant funding, what it would look like, duration, and implementation in the next six months depending on projects to be submitted
96 2.3.1 Increase family support networks.				<input type="checkbox"/>	
97 Support the Nyungga-Ku program to continue to provide assistance to women in Leonora.	Colleen Berry		Not Started	<input type="checkbox"/>	
98 Expand the Toy Library to include support services for young mums and bubs through development of family support networks. Include service providers to enable extended opening.	Drew Whitby		Not Started	<input type="checkbox"/>	
100 2.3.3 Increase awareness of support services for domestic violence.				<input type="checkbox"/>	
101 Research support services for domestic violence and request marketing materials to promote to the Leonora community.	Darren Burns		Not Started	<input type="checkbox"/>	
102 Promote the Strong Families, Safe Kids Advice & Referral Line 1800 000 123.	Talitha Sprigg		Not Started	<input type="checkbox"/>	
104 2.4 Facilitate opportunity for healing through culture and country.				<input type="checkbox"/>	
105 2.4.1 Diversify services and initiatives with cultural considerations.				<input type="checkbox"/>	
106 Facilitate opportunities to establish meaningful relationships between Aboriginal and non-Aboriginal community members using cultural activity.	Calvin Ashwin		In Progress	<input type="checkbox"/>	SLC 14/02/23 - NAIDOC is a significant contributor here, but overall all points are part of day to day contributions through role both within the workplace and the community
107 Create an opportunity to showcase the Aboriginal culture in a setting that will instill pride within the Aboriginal community and support social cohesion.	Calvin Ashwin		In Progress	<input type="checkbox"/>	
108 Provide advice to support services around enhancing their services so that they are responsive to cultural considerations in Leonora.	Calvin Ashwin		In Progress	<input type="checkbox"/>	
109 2.4.2 Facilitate opportunities for young people to connect to their culture to strengthen their sense of identity.				<input type="checkbox"/>	
110 Support the Aboriginal Residency Group and the Leonora Youth Centre to access funding and deliver culture based activity targeting community safety, crime prevention and youth engagement (for example, on-country camp outs for young people, tool making workshops, etc.).	Calvin Ashwin, Colleen Berry, Rene Reddingius		In Progress	<input type="checkbox"/>	MB - Youth On Country project funding application has been submitted to the "Youth At Risk" funding stream. Awaiting outcome. SLC 14/02/23 - Back to Country camps in April and May through Women's Group. And there's an opportunity for On Country learning grant - Department of Local Government and Cultural Industries
111 2.4.3 Facilitate opportunities for young people to strengthen connections with family and community to instill a sense of belonging.				<input type="checkbox"/>	
112 Establish programs that facilitate mutually enjoyable parent/child interaction.	bianca.groombridge@education.wa.edu.au, Drew Whitby, Julie Beeson, Rene Reddingius, Rory Yates, Shelley Coleman		In Progress	<input type="checkbox"/>	#SLC - 13/12/2022 - PCYC and community events have been actioned - to continue going forward
113 2.5.1 Improve housing conditions in Leonora.				<input type="checkbox"/>	
114 Lobby for Housing Officer to operate from Leonora through the Department of Housing.	Jim Epis		In Progress	<input type="checkbox"/>	MB - Request has been made to Department of Housing to improve services offered in Leonora.
115 Investigate the opportunity for new housing stock in Leonora.	Jim Epis		In Progress	<input type="checkbox"/>	SLC 14/02/23 Leonora Aboriginal Resident's Group (Aboriginal Corporation) LARD have identified this as a high priority as well as GVROC
116 Lobby Department of Housing to provide incentives to rehabilitate and maintain homes (i.e. lower rent they maintain the garden, lower rent if they keep the yard clean, etc.)	Jim Epis		In Progress	<input type="checkbox"/>	MB - Met with Department of Housing and discussed ideas for them to lead change with incentive rather than punish for inactivity.
117 Rather than being reactive to poorly maintained houses, take a proactive approach and schedule regular inspections through the Department of Housing.			Not Started	<input type="checkbox"/>	
118 Research tenant policy to understand requirements.			Not Started	<input type="checkbox"/>	
119 Encourage the community to report violations to tenant policy to the Department of Housing so that targeted inspections can take place.			Not Started	<input type="checkbox"/>	
120 Focus 3: Reducing the Impact of Alcohol and Other Drugs				<input type="checkbox"/>	
121 3.1 Combat the ongoing problem of alcohol misuse and non legitimate behaviour in the streets at night.				<input type="checkbox"/>	
122 3.1.1 Reduce access and consumption of alcohol in Leonora.				<input type="checkbox"/>	
123 Investigate implementation of the Takeaway Alcohol Management System (TAMS) in the Goldfields-Esperance Region.	erin.bond@dlgsc.wa.gov.au, Jim Epis	30-Nov-2022	In Progress	<input type="checkbox"/>	JC - Research in to why TAMS is available in the Kimberley but not in the Goldfields has been conducted. The program is being facilitated by DLGSCI and Kimberley is a trial location. Alcohol management without use of TAMS is inadequate. GVROC Pushing for Tams in the region
124 Submit via GVROC to DLGSCI a regional request for the TAMS trial to be extended to the Goldfields region.	erin.bond@dlgsc.wa.gov.au, Jim Epis	30-Nov-2022	Not Started	<input type="checkbox"/>	JE - Since November, 2021, the Shire's of Wiluna, Ngaanyatjaraku, Laverton, Menzies and Leonora have been trying unsuccessfully to have a Northern Goldfields Liquor Accord signed off by all Licensees within the region. Almost reached the too hard stage. Furthermore, the Banned Drinkers Register seems to be a complete failure. If the Northern Goldfields Liquor Accord could be signed off and the Banned Drinkers Register made to work, then the Takeaway Alcohol Management System would be worth a trial.
125 Develop a Goldfields Liquor Accord.	Jamie Cresswell		In Progress	<input type="checkbox"/>	
126 Lobby the Director of Liquor Licensing to impose a ban on the sale of take-away alcohol in Leonora that is stronger than 2.7% alcohol.			Not Started	<input type="checkbox"/>	
127 Form an agreement with Goldfields Liquor Accord for purchase of take-away alcohol to only be permitted after 2pm and prior to 6pm each day.			Not Started	<input type="checkbox"/>	
129 3.1.2 Reduce underage drinking.				<input type="checkbox"/>	
131 Encourage community members to report sale or provision of alcohol to minors by calling Crime Stoppers on 1800 333 000.	Robbie McCleery		In Progress	<input type="checkbox"/>	
132 Promote appropriate alcohol related resources for young people and diverse dissemination strategies.	Robbie McCleery, Talitha Sprigg		In Progress	<input type="checkbox"/>	MB - Some Photo Voices were developed to achieve this. See paperclip to the left.
133 Promote the Alcohol and Drug Support Line - 1800 198 024.	Talitha Sprigg		In Progress	<input type="checkbox"/>	

ORDINARY COUNCIL MEETING MINUTES

Task Name	Lead Committee Member/Stakeholder	Due Date	Status	Not Current Financial Year	Progress Update
Plan a regular schedule of weekly diversionary activities to reduce the temptation for young people to drink alcohol.			In Progress	<input type="checkbox"/>	
Investigate opportunities to implement educational workshops and stalls at community events.			In Progress	<input type="checkbox"/>	
3.2 Reduce the harms of alcohol and other drug use through coordinated, multiagency responses and improve the social wellbeing of users and those around them.				<input type="checkbox"/>	
3.2.1 Increase the focus on prevention of use of alcohol and other drugs.				<input type="checkbox"/>	
Facilitate and promote recreational, social, educational and cultural activities as healthy alternatives to prevent and delay alcohol and other drug use amongst young people	Calvin Ashwin		Not Started	<input type="checkbox"/>	
Lobby the Department of Education to reintroduce the School Drug Education and Road Aware (SDERA) program in Leonora and support them to facilitate activities.	bianca.groombridge@education.wa.edu.au		Not Started	<input type="checkbox"/>	
Provide targeted public education campaigns focusing on prevention of uptake and delaying first use of alcohol.	Robbie McCleery		Not Started	<input type="checkbox"/>	SLC 14/02/23 - Rene advised that there's a campaign planned for
Increase awareness of prevention services available online, by telephone and in person in Leonora.	Robbie McCleery		Not Started	<input type="checkbox"/>	
3.2.2 Increase existing and implement additional intervention programs and services that identify people at risk of harm related to alcohol and other drugs, to provide opportunity to intervene before problems become enriched.				<input type="checkbox"/>	
Investigate existing intervention initiatives in other communities and replicate them in Leonora.	Michelle Blackhurst		In Progress	<input type="checkbox"/>	
Investigate opportunities to leverage off existing groups and activities (bush days, men's and women's groups) and introduce intervention components.	Robbie McCleery		Not Started	<input type="checkbox"/>	
3.2.3 Support people to recover from alcohol and other drug related problems.				<input type="checkbox"/>	
Lobby for additional recovery services to ensure that people with severe alcohol and other drug problems can access services when needed in Leonora.	Robbie McCleery		Not Started	<input type="checkbox"/>	
3.2.4 Reduce the prevalence of FASD and the impact it has on individuals, families and Leonora.				<input type="checkbox"/>	
Develop culturally specific information regarding FASD and alcohol consumption for Aboriginal and Torres Strait Islander women.	Robbie McCleery		Not Started	<input type="checkbox"/>	
Distribute Goldfields Community Alcohol and Drug Service (GCADS) alcohol and other drug support guides to local health care agencies and public spaces.	Robbie McCleery		In Progress	<input type="checkbox"/>	AJ - The 2022 support guides were distributed to agencies in Leonora, in 2023 these will be updated and redistributed to locations in Leonora.
Focus 4: Community Action, Connection and Involvement					
4.1 Build strong partnerships and relationships.				<input type="checkbox"/>	
4.1.1 Develop and facilitate the #SaferLeonora Committee.				<input type="checkbox"/>	
Conduct bi-monthly agenda-driven meetings to report progress against #SaferLeonora Plan to Council and the community. Meetings to take place August, October, December, February, April, June.	Kiara Lord		In Progress	<input type="checkbox"/>	Ongoing
4.2 Encourage community engagement and participation in community safety.				<input type="checkbox"/>	
4.2.1 Encourage local residents to take ownership of their neighbourhood and report issues.				<input type="checkbox"/>	
Support the local community through small grants programs to deliver community safety initiatives.	Larnie Petersen, Ross Norrie		Not Started	<input type="checkbox"/>	MB - Encourage community safety initiatives to be presented for funding to Shire of Leonora Community Grants.
4.2.2 Provide opportunity for young people to take a leadership role in the community safety and develop civic pride.				<input type="checkbox"/>	
4.2.3 Enable greater awareness of activities and projects across the Shire of Leonora which address community safety and crime prevention.				<input type="checkbox"/>	
Investigate and order new Shire Notice Board for better communication with community	Jim Epis		In Progress	<input type="checkbox"/>	JE - Quotes have been obtained and are currently being investigated for Electronic Notice Board to replace current Shire Notice Board.
Promote and support road safety initiatives in collaboration with WALGA's Roadwise program.	M Blackhurst		In Progress	<input type="checkbox"/>	MB - Rural Road Safety Month was promoted through the Shire of Leonora's Facebook Page September 2022. See paperclip to the left.
Encourage community reporting of local road hazards.	Talitha Sprigg			<input type="checkbox"/>	
Promote community reporting mechanisms such as the Snap Send Solve app.	Talitha Sprigg			<input type="checkbox"/>	
Promote Shire works and road condition reports to the community.	Talitha Sprigg			<input type="checkbox"/>	
Recommend low cost road safety improvements to the Shire of Leonora to treat areas of community concern.				<input type="checkbox"/>	
Investigate 'Please Slow Down - Consider Our Kids' wheely bin stickers from WALGA's RoadWise program for provision to property owners.	Jamie Cresswell, M Blackhurst	28-Feb-2023	In Progress	<input type="checkbox"/>	MB - Investigated opportunity to access the stickers for bins. These are not provided for free. They are purchased by the Local Government at \$1.99 per sticker. Perhaps we can look at Road Safety Grant (opening 04 January 2023) and have this paid for as part of a bigger road safety project. JC - Shire of Leonora has offered to fund the stickers. Stickers are currently being designed and prepared for print. #SLC - 13/12/2022 - Stickers have been designed - waiting for Print. SLC 14/02/23 - Photo and Media Release re: Stickers once they've arrived to encourage public awareness of this program
Engage road users with safe speed education.	M Blackhurst			<input type="checkbox"/>	
Subscribe to the Road Safety Commission to receive speed awareness campaign material and assist to promote.	Alex Baxter			<input type="checkbox"/>	
Request via Main Roads and the Shire of Leonora, the supply and installation of traffic counters to conduct speed monitoring in areas of concern.	John Oxley			<input type="checkbox"/>	
Support enforcement of safe speeds through lobbying for infrastructure in areas of need to aid compliance.				<input type="checkbox"/>	
Develop incentives to decrease numbers of overcrowded and unroadworthy vehicles on local roads.				<input type="checkbox"/>	
Increase community knowledge of the risks involved with driving an unroadworthy vehicle.	M Blackhurst			<input type="checkbox"/>	
Increase community knowledge of the correct use of child car restraints.	Drew Whitby, M Blackhurst	31-May-2023	In Progress	<input type="checkbox"/>	

ORDINARY COUNCIL MEETING MINUTES

Task Name	Lead Committee Member/Stakeholder	Due Date	Status	Not Current Financial Year	Progress Update
183 Promote the use of seat belts.	Jamie Cresswell, M Blackhurst	31-May-2023	In Progress	<input type="checkbox"/>	
184 Increase awareness of vehicle safety ratings within the community.	M Blackhurst			<input type="checkbox"/>	
185 Work with local police to target unsafe vehicles.	M Blackhurst			<input type="checkbox"/>	
186 Advocate for funding to purchase two (one for each end of the main thoroughfare through town) digital message boards to encourage truck drivers and other road users to slow down when driving through the town centre.	Alex Baxter			<input type="checkbox"/>	
188 Deliver targeted road safety education and initiatives to the Aboriginal community.				<input type="checkbox"/>	
189 Collaborate with agencies to deliver road safety opportunities within their existing programs.				<input type="checkbox"/>	
190 Promote and support road safety activities at the school and youth drop in centre.				<input type="checkbox"/>	
191 Deliver targeted road safety education and initiatives to tourists during peak tourism seasons.	Talitha Sprigg			<input type="checkbox"/>	
192 Participate in National Road Safety Week.	Alex Baxter, M Blackhurst			<input type="checkbox"/>	
193 Support the delivery of the Road Ribbons for Road Safety campaign.	Alex Baxter, M Blackhurst			<input type="checkbox"/>	
194 Investigate opportunity in collaboration with WA Police to install Automatic Number Plate Recognition (ANPR) to aid in locating road users that are missing or presumed to be in trouble.	Jamie Cresswell, M Blackhurst			<input type="checkbox"/>	
195 Establish a regular media presence via social media, local print media and information flyers on community notice boards.	Drew Whitby, Talitha Sprigg			<input type="checkbox"/>	
196 Display road safety information at local events and activities with #SaferLeonora displays.	Alex Baxter			<input type="checkbox"/>	
197 Research relevant State Government programs such as Burglar Beware, Dob in a Dealer, Eyes on the Street, Goodbye Graffiti, National Bike Register for implementation.	Michelle Blackhurst		In Progress	<input type="checkbox"/>	
198 Develop a #SaferLeonora marketing and communications strategy.	Talitha Sprigg		In Progress	<input type="checkbox"/>	
199 Promote the use of the #SaferLeonora hashtag to group together conversations and content occurring online around community safety and crime prevention.	Talitha Sprigg		In Progress	<input type="checkbox"/>	
200 Market relevant State Government programs such as Burglar Beware, Dob in a Dealer, Eyes on the Street, Goodbye Graffiti, National Bike Register.	Talitha Sprigg		Not Started	<input type="checkbox"/>	
201 <input type="checkbox"/> Promote participation in Aboriginal diversion programs.				<input type="checkbox"/>	
203 Add #SaferLeonora campaigns, links to Keeping Kids in School assets, information about WAPOL Cam-Map, information about the #SaferLeonora Committee and access to the Plan. Opportunity to provide feedback to the Committee. Information about the Community CCTV. The Look and Light Home Security Assessment.	Talitha Sprigg	Ongoing	In Progress	<input type="checkbox"/>	
204 <input type="checkbox"/> 4.2.8 Enable greater access for the community to external funding for delivery of community-led activities and initiatives.	Michelle Blackhurst		In Progress	<input type="checkbox"/>	MB - Met with Lotterywest in July 2022 and they are keen to be involved in Focus Area 2 of this plan. They require a list of potential projects to be funded from Focus Area 2 so that they can build an application for the Committee. Youth On Country project and #SaferLeonora After Hours funding application has been submitted to the 'Youth At Risk' funding stream. Awaiting outcome.
205 Send advice to interested community members about opportunities for external funding.	Drew Whitby	Ongoing	In Progress	<input type="checkbox"/>	WM - St Barbara has an application process that can be actioned from www.stbarbara.com.au
206 Create a Leonora focused 'grant cheat sheet' and share it with the community so that the application process is simplified and that projects have a uniformed approach. Support the application process.	erin.bond@dlgsc.wa.gov.au, Michelle Blackhurst	31-Dec-2022	In Progress	<input type="checkbox"/>	SILC 14/02/23 - Funding available through Minara Community Grants. EB - DLGSC will provide a list of departmental grant opportunities for circulation. A grant writing opportunity will be held later this year with opportunity for agencies and community members upskill.
207 <input type="checkbox"/> 4.2.4 Promote crime reporting and recording avenues to the community.				<input type="checkbox"/>	
208 Promote Crimestoppers through materials developed for social media use. Set as a reoccurring scheduled post.	Talitha Sprigg		Not Started	<input type="checkbox"/>	
209 <input type="checkbox"/> 4.2.5 Engage with the Leonora business community via an email network to reduce the opportunity for crime.				<input type="checkbox"/>	
210 Develop an email list for the Leonora business community.	Drew Whitby	31-Dec-2022	Not Started	<input type="checkbox"/>	
211 Email #SaferLeonora business network with information regularly to keep them aware and target harder.	Drew Whitby	31-Dec-2022	Not Started	<input type="checkbox"/>	
212 <input type="checkbox"/> 4.2.6 Engage local people in sharing messages with the broader community.				<input type="checkbox"/>	
214 Market developed 'Photo Voices'	Talitha Sprigg		In Progress	<input type="checkbox"/>	MB - Photo Voices are being marketed.
215 Develop additional concepts to enable local people to share messages with the broader community.			Not Started	<input type="checkbox"/>	

ORDINARY COUNCIL MEETING MINUTES

Comments

Row 21: Investigate CPFS lot and ability to purchase/repurpose

Klara Lord (eo@leonora.wa.gov.au) | 17 November 2022 11:44 AM

Update: Meeting September, 2022 -

JC - For the purposes of seeking funding for this project, a letter from Department of Communities providing approval to the Shire of Leonora for the use of the property for construction of the Rage Cage is adequate.

JE - For months and months Shire of Leonora has been contacting Business & Operational Support Services, Department of Communities in Perth without any success or Action.

Recently a change in direction to the Regional Executive Director Goldfields, Department of Communities. Next step is to the relevant Minister.

Row 22: Enable access to public open spaces during day and night where possible.

Klara Lord (eo@leonora.wa.gov.au) | 17 November 2022 11:44 AM

"Update: Meeting September, 2022

JE - Funding of \$100,000 approved in 22/23 Budget for upgrade of Tennis Court Infrastructure including 24 hour access and multi-purpose functionality of courts (not just for Tennis)"

Row 116: Lobby Department of Housing to provide incentives to rehabilitate and maintain ...

Michelle Blackhurst (michelle.blackhurst@bigpond.com) | 31 July 2022 6:19 PM

#SaferLeonora Committee could develop some incentive ideas and email Department of Housing for implementation.

7. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Chairperson Ms Naomi Sprigg Dos Santos facilitated the following updates to the Committee:

- Introduction of Mr Ty Matson, current Manager of Governance for the Shire of Leonora, who will be taking on the Chief Executive Officer Role once the current CEO retires at the end of the financial year.
- Overview of Safer Spaces videoconference attended by herself and Shire Councillor, Ross Norrie, and advice that funding that aligns well with the #SaferLeonora Plan will be available to apply for shortly.
- Department of Communities are requesting male volunteers to facilitate an activity/activities and/or event in support of White Ribbon Day (Prevent Men's Violence Against Women), November, 2023.
- Goldfields Regional Road Safety Advisor for WALGA, Ms Michelle Blackhurst, has advised that Roadwise have agreed to support a free carseat program for community members who lack the means to obtain them themselves for the safety of children in vehicles. The Community Resource Centre will store these, as the staff will be trained to be qualified fitters for Car Seats, and the local police will be able to refer people to collect them from the Community Resource Centre and have them installed, free of charge. Roadwise will replace stock as it is utilised.
- "Slow Down, Consider Our Kids" Stickers for bins have been received, and a media release will be provided shortly regarding this project. It is the aim of the committee to start distributing these to community members to place on their bins at home, and a request will be made to the Shire of Leonora Works Depot to see if these stickers could be placed on bins prior to being purchased for household rubbish collection.

At 3:32pm SC C Frey left the meeting.

At 3:36pm, SC C Frey returned to the meeting.

8. DATE OF NEXT MEETING

Tuesday 13th June, 2023 at 10:00am in the Shire of Leonora Council Chambers.

9. DECLARATION OF CLOSURE

There being no further business, the Chairperson, Ms Naomi Sprigg Dos Santos declared the meeting closed at **3:37pm**.

10.0 REPORTS

10.2 CHIEF EXECUTIVE OFFICER REPORTS

10.2.(A) AGEING IN PLACE FACILITY (VILLAGE)

SUBMISSION TO:	Ordinary Council Meeting Meeting Date: 16th May 2023
AGENDA REFERENCE:	10.2.(A) MAY 23
SUBJECT:	Ageing in Place Facility (Village)
LOCATION/ADDRESS:	Leonora
NAME OF APPLICANT:	Shire of Leonora
FILE REFERENCE:	Aged Care Accommodation 4.9
AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT	
NAME:	James Gregory Epis
OFFICER:	Chief Executive Officer
INTEREST DISCLOSURE:	Nil
DATE:	26th April 2023
SUPPORTING DOCUMENTS:	1. New Policy - C4.7. - Ageing in Place Village

BACKGROUND

At a meeting of Council held on the 21st March, 2023 it was by unanimous decision that the following recommendations were resolved.

- that Puzzle Consulting be engaged further to consult with the WA Country Health Service, the Leonora Hospital, and Community Health regarding the survey outcomes and feedback from those agencies;
- to identify a staff member within the Shire of Leonora who will be responsible for managing the village operations. This would allow Ms Mills to work with that person, up=dating and finalising policies, drafting relevant application forms and provide things that might be required (including connections to the Kalgoorlie Retirement Village Administrator) to establish a sustainable management process once construction is complete;
- that as part of the Financial Assistance Agreement a copy of this Agenda item be forwarded to the Department of Primary Industries and Regional Development for their records; and
- that the draft Ageing in Place (Village) Policy document be further developed, if required, in readiness for adoption at the April meeting of Council.

In regards dot point 4 above, I failed to present a report to the April meeting of Council formally adopting the Ageing in Place (Village) Policy.

Council minutes of the 21st March, 2023 provide further background information on this matter if required.

STATUTORY ENVIRONMENT

Section 3.1 of the *Local Government Act 1995* states that “the general function of a Local Government is to provide for the good government of persons in the district.

POLICY IMPLICATIONS

Attached is a proposed policy for the Ageing in Place Village, in readiness for adoption.

FINANCIAL IMPLICATIONS

Sufficient funds are contained within the current budget to allow for the engagement of a consultant to continue their work until completion.

STRATEGIC IMPLICATIONS

In regards the facility and its elderly occupants,

Government financing and funding policy should aim to produce a viable, sustainable and efficient aged care sector which achieves:

- Equity in the distribution of services
- Reasonable choice for consumers
- Technical efficiency
- Quality Care
- Investment in appropriate technology
- A balance between quality and cost and between government funding and consumer co-payment that is acceptable to the community
- An integrated and stable mix of acute, community and residential care.

A sustainable sector can only be achieved through a funding and financing model that:

- Allows service providers to generate sufficient surpluses and profits to maintain their viability and continuing operations

Encourages continuous investment for long term sector sustainability.

RECOMMENDATIONS

That Council resolve to formally adopt the Ageing in Place (Village) Policy document as presented.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved: Cr F Harris

Seconded: Cr AM Moore

That Council resolve to formally adopt the Ageing in Place (Village) Policy document as presented.

CARRIED (6 VOTES TO 0)

C.4.7

AGEING IN PLACE VILLAGE

Policy Adopted 16th May, 2023

OBJECTIVE

The Ageing in Place accommodation units provide fit-for-purpose rental accommodation options for older members of the community to support the ongoing independence and health of residents as part of an age-friendly community. This document outlines the procedures for providing, assessing, and managing tenancy applications.

The Shire aims to ensure the process is fair, equitable, and transparent.

POLICY STATEMENT

The Shire of Leonora will provide housing to residents based on the following criteria:

1. Be an Australian citizen or permanent resident and able to prove your identity.
2. Live in Western Australia and have a connection with the broader Leonora community.
3. Not earn in excess of the income set out under the National Rental Affordability Scheme (as per the *Community Housing Income and Asset Limits (CHIAL) Policy 2020*).
4. Not hold assets in excess of the amounts set out in the National Rental Affordability Scheme (as per the CHIAL).
5. Not be the owner or part-owner of property in Leonora that constitutes another viable housing option.
6. At least one applicant must be over the age of 65 or over the age of 55 for people who identify as Aboriginal or Torres Strait Islander.

The Shire of Leonora shall allocate units within the ageing in place village in alignment to the Community Housing Income and Asset Limits (CHIAL) Policy 2020.

The units are offered on the following basis:

- In accordance with the terms and conditions as outlined in the Residential Tenancies Act.
- All written tenancy agreements must be done using the Residential Tenancy Agreement.
- The units are on a weekly rental basis with a bond of 4 weeks' rent being applicable.
- The rent is reviewed annually and is set by the Council as part of the Annual Fees and Charges.
- Tenants are liable for power and water usage and are sub-metered.
- All telecommunications are between the tenant and the supplier of their choice.
- All building maintenance is to be performed by the Shire.
- The gardens are to be maintained by the tenant.
- If applicable, tenants shall agree to abide by a community code of conduct.

Vacant units shall be advertised in accordance with Shire of Leonora procedures for Public Notices.

A completed application and proof of identity shall be provided by the application cut-off period. Applications will be assessed against the following assessment process:

1. Social and Affordable Housing Eligibility
 - Are you eligible for Social (Band A) or Affordable (Band B) Housing Income Eligibility Limits?

2. Residential Status/Community Involvement
 - How long have you resided in the Shire of Leonora?
 - Are you currently or have you in the past actively participated in community groups, events and/or enabled others to get involved within your community?
3. Health and Care Requirements
 - Do you qualify for government-funded aged care services?
 - Are you in poor health and require more complex care/been admitted to hospital in the last 6 months?

The intention of the assessment is to ensure the special-purpose housing is provided to community members in greatest need. This includes low-income, locally based, and health/care requirements.

Additional information shall also be assessed on a case-by-case basis, such as the absence of similar accommodation options in Menzies, Kookynie, and Laverton, the real estate market in remote locations, and a recommendation of the Director of Nursing/GP/Community Health Clinic (within privacy parameters).

Signed: 20 JUNE 2023
President: _____

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

Mr T Matson left the meeting at 9:56am

Mr T Matson returned to the meeting at 9:57am

10.0 REPORTS

10.2 CHIEF EXECUTIVE OFFICER REPORTS

10.2.(B) PROPOSAL TO ACQUIRE LAND FOR SUB-DIVISION PURPOSES

SUBMISSION TO: Ordinary Council Meeting
Meeting Date: 16th May 2023

AGENDA REFERENCE: 10.2.(B) MAY 23

SUBJECT: Proposal to Acquire Land for Sub-division Purposes

LOCATION/ADDRESS: Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: State Planning Department 5.34

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 1st May 2023

SUPPORTING DOCUMENTS:

1. Map "A"
2. Map "B"
3. Map "C"

BACKGROUND

Reference is made to Council Agenda Item 10.2(A) April, 2023 and in particular, the recommendations which were passed by unanimous decision of Council on the 18th April, 2023.

That Council resolve to amend the Leonora townsite boundary to:

1. (a) *allow for the redevelopment of the Tower Hill Mine;*
(b) *pull the townsite boundary back from the open pit mining operation at Gwalia; and*
(c) *pull the townsite boundary back from its northern extent near the Harbour Lights Mine where consideration is being given for further re-development.*
2. (a) *that the request of St Barbara Limited and the resolution of Council be sent to the Department of Planning Land and Heritage in order to create a case.*

You will recall that during debate about the townsite boundary change, the matter of "trade-off" was discussed and that all attempts be made to secure land east of the Leonora townsite boundary to Main Reef Road for future land development in particular, industrial land.

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

The vast majority of this land is contained within Common Reserve 7521 with the exception of Reserve 32544 (Recreation Gun Club) and Reserve 7827 (Cemetery). Both Reserves would be excluded from any future land development.

In regards Reserve 34848 (Explosives Safety Zone), I will write to the Department of Mines, Industry Regulation and Safety and enquire if this Reserve is still required for the purposes it was originally created. I would assume not (See Map Attachment A).

Council having already agreed to the Leonora townsite boundary re-alignment, it would be expected that both the registered mining tenement holder, St Barbara Limited and the Department of Mines, Industry Regulation and Safety would not object to any proposed land acquisition east of Leonora, or in close proximity to Leonora.

273 hectares of the proposal to acquire land within the Common Reserve might be excessive, but I'm suggesting:

- land south of the Leonora-Laverton Road;
- from eastern boundary of the Leonora Townsite east to Main Reef Road;
- 1,500 metres south along Main Reef Road; and
- West back to the Leonora townsite boundary.

As you know, Leonora's priority is the development of Lot 31 for residential purposes. (See maps marked "B" and "C").

Comment in regards the areas of these lots being too small has been raised. This matter needs to be further investigated.

Any land development proposal south of Court and Liverman Streets is likely to meet with strong opposition from the registered mining tenement holder(s) and the Department of Mines, Industry Regulation and Safety. In fact, any proposal to develop land to the south of Lot 31 and Cohen Street is likely to meet with strong opposition as well, but this is yet to be determined.

Opposition to land development described above is based on land being heavily mineralised.

Soil sampling programs to the east of Leonora have shown only a few low-level anomalies however some further geological investigation is required.

Native Title exists (non-exclusive) within the Common Reserve area. This means that rights co-exist alongside other property rights, which means, native title holders don't control access to lands. Non-exclusive rights can include the right to live and camp in the area, build temporary shelters, hunt and fish on the area, collect food, conduct ceremonies and maintain and protect places of cultural importance.

STATUTORY ENVIRONMENT

The *Land Administration Act 1997* Section 74 (freehold), 79 (lease), 48 or 91 (licence) applies.

In my opinion, a proposal to acquire the land freehold is by far the better option:

Land Administration Act 1997 – Sect 74

74. Minister's powers as to sale of Crown land

- (1) The Minister may sell Crown land and may, without limiting the generality of that power –
 - (a) invite expressions of interest in Crown land; and
 - (b) invite public tenders for the purchase of Crown land; and
 - (c) offer for sale or re-offer for sale Crown land at any time; and
 - (d) withdraw Crown land from offer for sale at any time before acceptance of that offer; and
 - (e) lodge positive covenants or restrictive covenants or memorials concerning the performance of conditions of sale of Crown land; and
 - (f) sell Crown land by public auction, public tender or private treaty; and
 - (g) sell Crown land subject to easements or reservations; and
 - (h) sell Crown land by way of terms contracts requiring instalment payments.
- (2) Subject to this Part, the Minister may in relation to Crown land –
 - (a) determine, and alter at any time before sale, conditions and covenants on title, prices, reserve prices, terms, conditions, interest rates and penalty interest rates; and
 - (b) require a performance bond in respect of any such sale; and
 - (c) select by ballot successful applicants for the purchase of Crown land; and
 - (d) pay a commission to a person acting on behalf of the Minister in the sale of Crown land.
- (3) The minister is not obliged to disclose any reserve price determined in relation to Crown land under subsection (2).

Land Administration Act 1997 – Sect 79

79. Minister's powers as to lease of Crown land

- (1) Subject to Part 7, the Minister may grant leases of Crown land for any purpose and may, without limiting the generality of that power –
 - (a) grant leases of Crown land by public auction, public tender or private treaty; and
 - (b) fix the duration of any such lease; and
 - (c) determine rentals, premiums, conditions and penalties in respect of any such lease; and
 - (d) require a performance bond in respect of any such lease.
- (2) The Minister may pay a commission to a person acting on behalf of the Minister in the granting of leases of Crown land.
- (3) Without limiting the generality of conditions referred to in subsection (1)(c), those conditions include –
 - (a) options for renewal of leases grants; and

- (b) options to purchase the fee simple of the Crown land leased, under subsection (1), and conditions for the variation of those conditions.
- (4) The Minister may at any time extend the term of a lease, other than a pastoral lease, having effect under this Act or vary the provisions of such a lease.
- (5) Any sublease or other interest granted under a lease –
 - (a) the term of which is extended; or
 - (b) the provisions of which are varied,under subsection (4) continues to have effect insofar as it is permitted to do so by that extension or variation.

Land Administration Act 1997 – Sect 48

48. *Lease etc. of unmanaged reserve for other purposes, Minister's powers to grant*

- (1) The Minister may grant leases, licences or profits à prendre in respect of Crown land in an unmanaged reserve for a purpose which is different from that or those of the unmanaged reserve but which is compatible with or ancillary to the current use or intended future use of that Crown land for the purpose or purposes of the unmanaged reserve.
- (2) A lease granted under subsection (1) cannot be mortgaged.
- (3) If a licence granted under subsection (1) is transferable by the licensee, in accordance with the *Personal Property Securities Act 2009* (Commonwealth) Section 10, the definition of **licence** paragraph (d), the licence is declared not to be personal property for the purposes of that Act.

Land Administration Act 1997 – Sect 91

91. *Licences and profits à prendre over Crown land, grant of*

- (1) The Minister may grant a licence or profit à prendre in respect of Crown land for any purpose.
- (2) The Minister may –
 - (a) fix or extend the duration of; or
 - (b) determine fees and conditions in respect of; or
 - (c) review; or
 - (d) with the consent of its holder, amend the provisions of,any licence or profit à prendre granted under subsection (1).
- (3) The Minister may on the breach of any condition to which a licence granted under subsection (1) is subject, terminate that licence.
- (4) The Minister may accept the surrender of a profit à prendre granted under subsection (1) from its holder in respect of the whole or any part of the area to which that profit à prendre applies.

- (5) Nothing in this Act prevents the simultaneous existence on the same area of Crown land of –
- (a) a licence or profit à prendre granted under subsection (1); and
 - (b) a mining, petroleum or geothermal energy right,
- If the Minister to whom the administration of the relevant Act referred to in the definition of **mining, petroleum or geothermal energy right** in section 3(1) is for the time being committed by the Governor, or a public service officer of the department that is principally assisting in the administration of the relevant Act, who is authorised in writing by that Minister to do so, approves of that area being used both for the purposes of that licence or profit à prendre and the purposes of the mining, petroleum or geothermal energy right.
- (6) If a licence granted under subsection (1) is transferable by the licensee, in accordance with the *Personal Property Securities Act 2009* (Commonwealth) section 10 the definition of **licence** paragraph (d), the licence is declared not to be personal property for the purposes of that act.
- (7) The operation of this section is affected by the *Land Administration (South West Native Title Settlement) Act 2016* Part 4.

POLICY IMPLICATIONS

There are no policy implications resulting from the recommendation of this report.

FINANCIAL IMPLICATIONS

For the current financial year, there are no financial implications resulting from the recommendation of this report.

For the 2023/2024 financial year land acquisition costs need to be considered. Fluctuations in land values makes it difficult to estimate cost however at least \$200,000.00 should be included in the next annual budget.

For the 2024/2025 financial year a substantial amount would need to be considered for land development costs.

STRATEGIC IMPLICATIONS

It is considered that the acquisition of land for industrial purposes will assist in the growth of the Leonora townsite by providing a range of lot sizes and alternative industrial options.

Although there are various barriers that inhibit the ability for regional townsites to grow, Leonora has a unique opportunity to challenge the status quo due to the townsite's proximity to St Barbara's mining operations

RECOMMENDATIONS

That Council resolve that the matter of land acquisition to the east of Leonora be sent to the Department of Planning, Land and Heritage in order to create a case which in turn will allow for the Minister for Lands to consider selling Crown land, highlighted in yellow on map marked "A",

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

inclusive of Reserve 34848 and in accordance with Section 74 of the *Land Administration Act 1997* – acquiring land freehold.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved: Cr AM Moore

Seconded: Cr AE Taylor

That Council resolve that the matter of land acquisition to the east of Leonora be sent to the Department of Planning, Land and Heritage in order to create a case which in turn will allow for the Minister for Lands to consider selling Crown land, highlighted in yellow on map marked “A”, inclusive of Reserve 34848 and in accordance with Section 74 of the *Land Administration Act 1997* – acquiring land freehold.

CARRIED (6 VOTES TO 0)

ORDINARY COUNCIL MEETING MINUTES



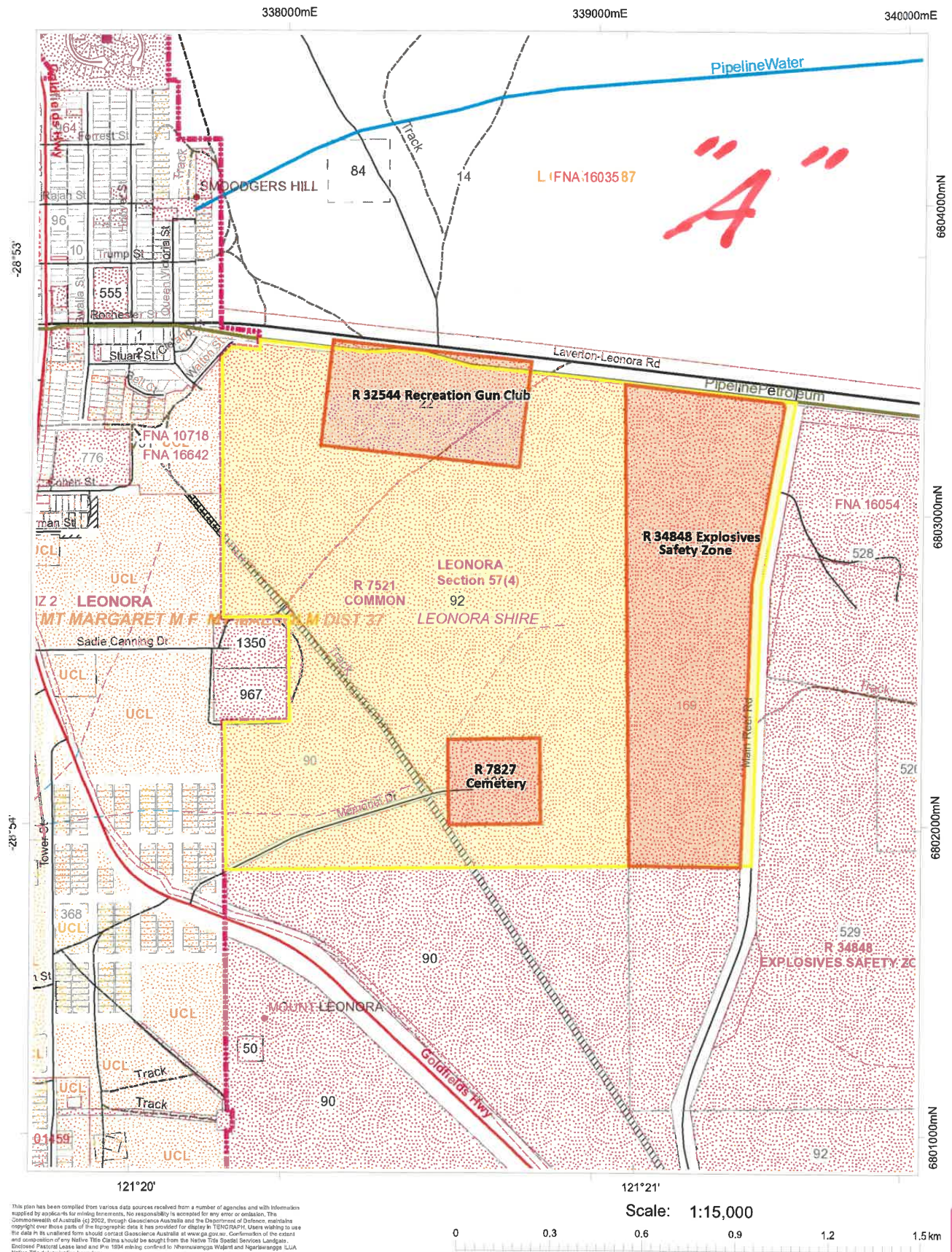
Government of Western Australia
Department of Mines, Industry Regulation and Safety

GDA 1994 MGA Zone 51

- Pending Application
- Live Tenement
- Application over Live Tenement

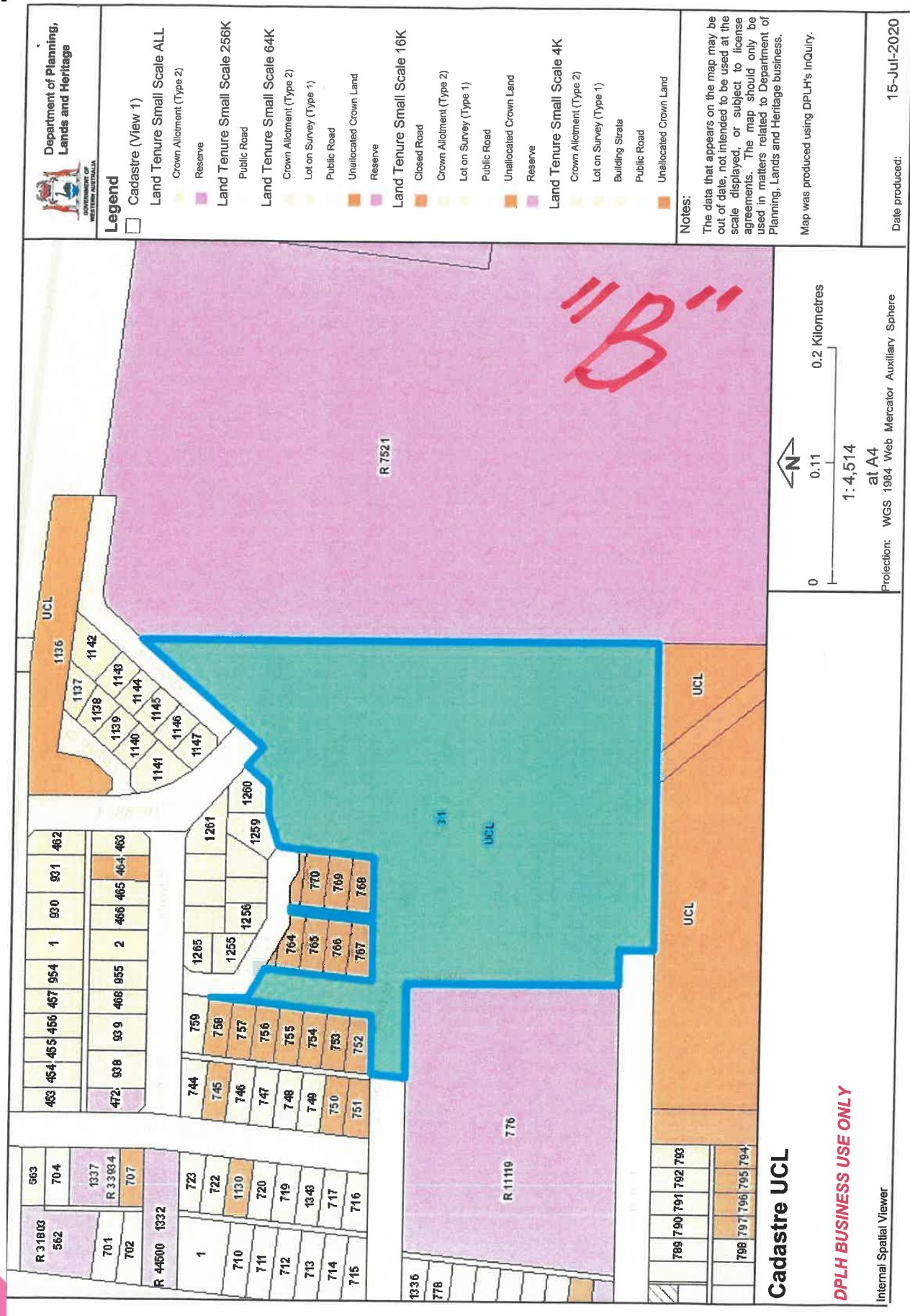
16 MAY 2023
TENGRAPH (c) 2014
04:27 PM, 28/04/2023

[Tenement Status (Public)]

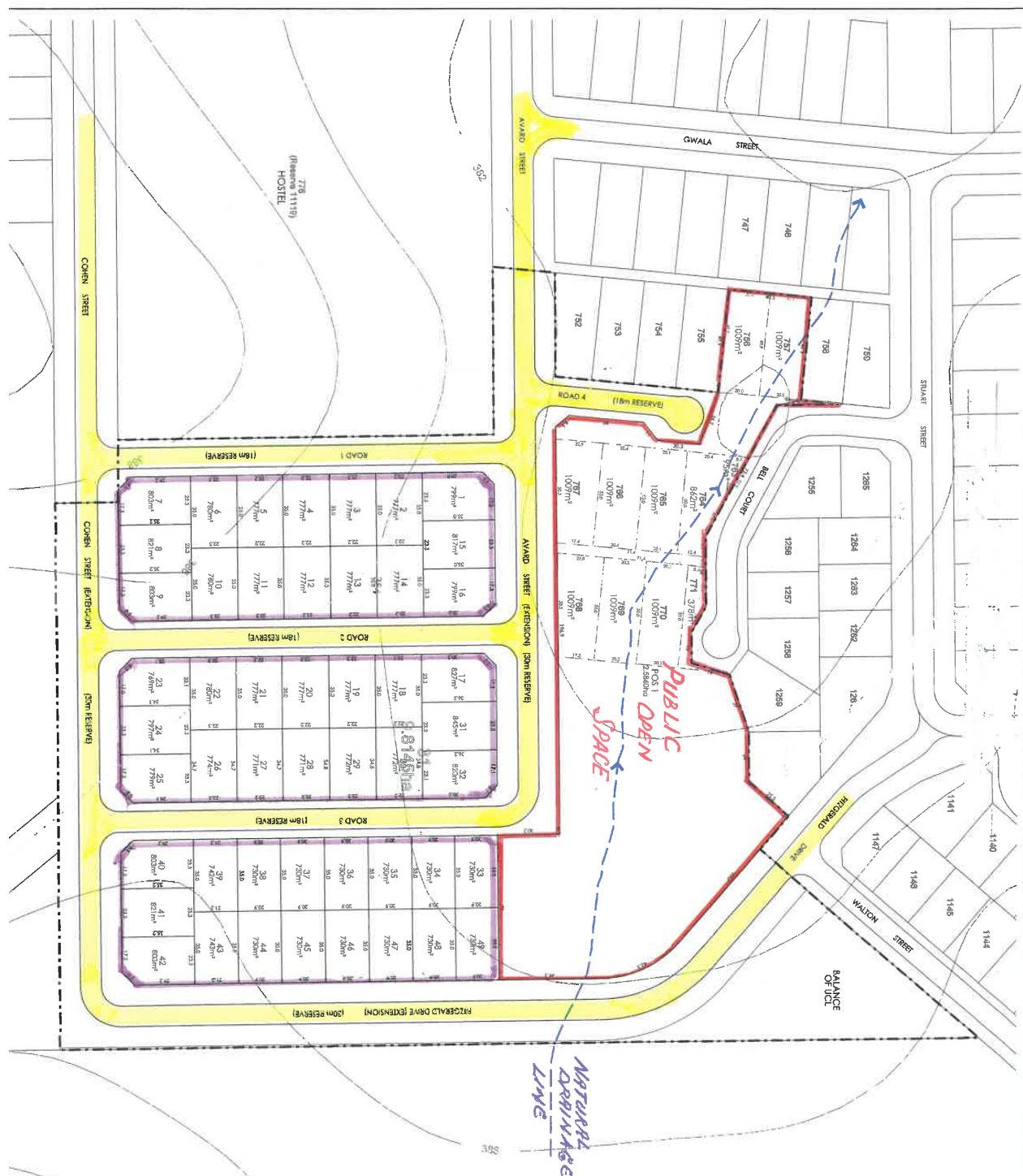


ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023



ORDINARY COUNCIL MEETING MINUTES



10.0 REPORTS

10.2 CHIEF EXECUTIVE OFFICER REPORTS

10.2.(C) DELEGATION REGISTER REVIEW - 2023

SUBMISSION TO: Ordinary Council Meeting
Meeting Date: 16th May 2023

AGENDA REFERENCE: 10.2.(C) MAY 23

SUBJECT: Delegation Register Review - 2023

LOCATION/ADDRESS: Leonora

NAME OF APPLICANT: Not Applicable

FILE REFERENCE: 1.40 Delegations and Council Policies

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 2nd May 2023

SUPPORTING DOCUMENTS: 1. Delegation Register - 2023

BACKGROUND

The delegations included in the attached register allow officers to undertake day to day operational activities in the Shire without continual referral to Council. These delegations are often made subject to the confines of policy that give general direction in the decision making process.

All delegations have been reviewed, with changes since the previous review on 17th May, 2022 noted below.

Amendments were made to the following delegations:

- A09 – Delegation of Power

Amendment to A09 – Delegation of Power to be Delegation A09 – Appointment of Acting Chief Executive Officer was approved by Council at its meeting held 18th October, 2023.

It is advised that the members carefully check all delegations to ensure that the Council is satisfied as to the level of delegations noted.

STATUTORY ENVIRONMENT

Section 5.46 of the Local Government Act requires a local government to review its delegations at least once every twelve months.

POLICY IMPLICATIONS

Following the review of Council's policy manual in December 2011, a clear linkage between delegation and policy is now documented where relevant.

FINANCIAL IMPLICATIONS

There are no financial implications resulting from the recommendation of this report.

STRATEGIC IMPLICATIONS

There are no strategic implications resulting from the recommendation of this report.

RECOMMENDATIONS

That Council adopt the Register of Delegations as attached to this report.

VOTING REQUIREMENT

Absolute Majority

COUNCIL DECISION

Moved: Cr AM Moore

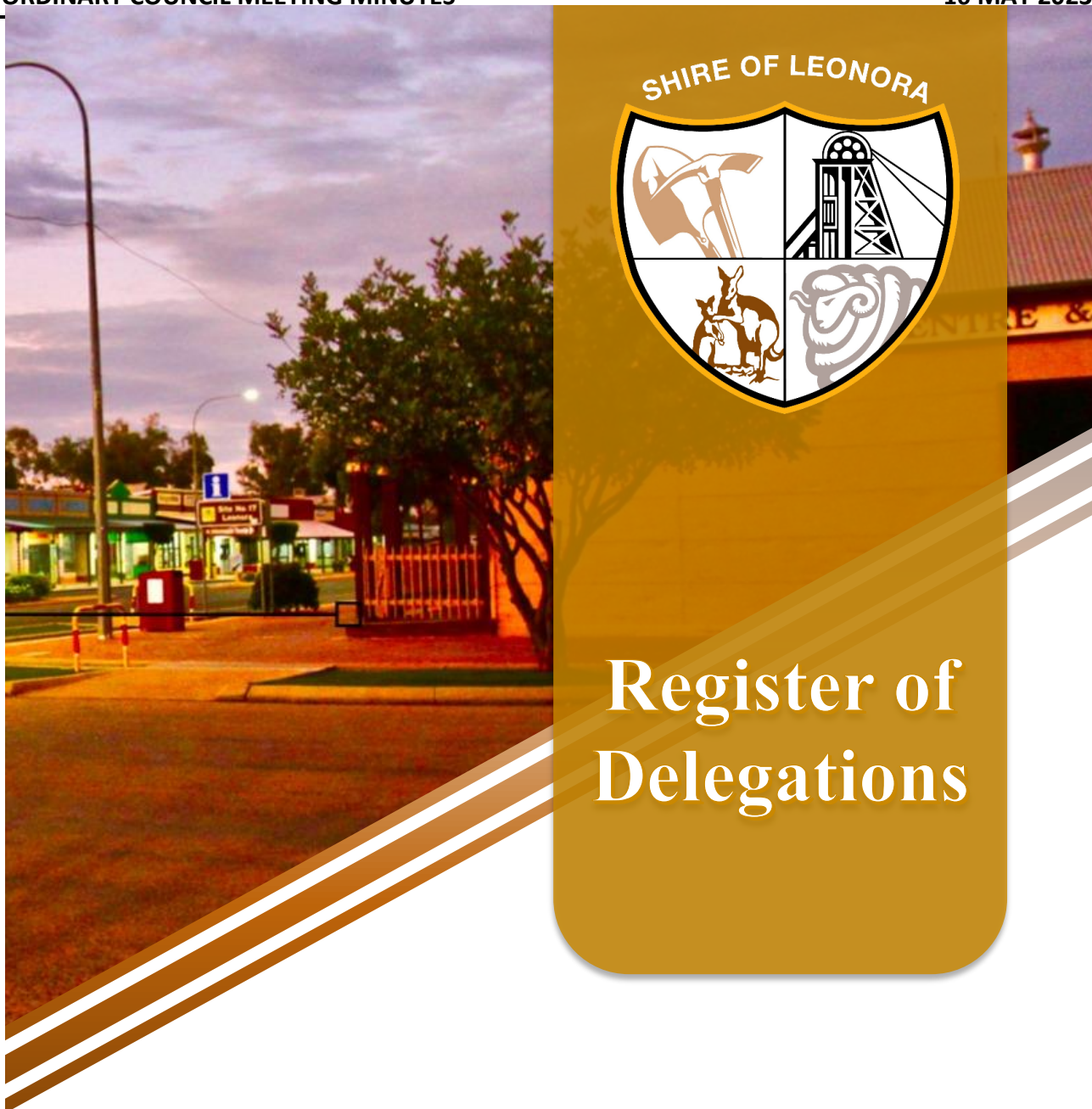
Seconder: Cr RA Norrie

That Council adopt the Register of Delegations as attached to this report.

CARRIED BY ABSOLUTE MAJORITY (6 VOTES TO 0)

Shire President, Cr PJ Craig adjourned the meeting at 10:19am for morning tea.

The meeting resumed at 10:40am with all those previously listed in the record of attendance present.



Register of Delegations

Presented to Council 16th May, 2023

Contents

Legislation.....	5
Delegations.....	6
Finance.....	6
F01 Payments of Accounts Between Meetings.....	6
F02 Investments	8
F03 Hire Fees & Charges – Recreation Centre	9
F04 Conferences / Seminars / Training – Expenses of Councillors and Staff	10
F05 Expenditure Prior to Adoption of Budget	11
F06 Insurance	12
F07 Rate Records and Recovery of Rates and Service Charges	13
F08 Surplus Equipment, Materials and Tools	15
F09 Purchase Order Authorisation	16
F10 Recovery of Debts.....	17
F11 Land Valuations	18
Administration	19
A01 Use of Shire Vehicles.....	19
A02 Staff Housing	20
A03 Liquor – Sale and Consumption of at Council Property	21
A04 Impounding Goods – Authorised Employee.....	22
A05 Award / Industrial Matters	23
A06 Contract Variations	24
A07 Legal Advice.....	25
A08 Enforcements and Legal Proceedings	26
A09 Appointment of Acting Chief Executive Officer	27
A10 Council Members – Register of Delegations to Committees	29
A11 Tenders.....	30
A12 Trade/Vendor Licences	32
A13 Animals – Unlawful Release from Pound.....	33
A14 Appointment of Complaints Officer(S)	34
Engineering.....	35
E01 Temporary Rural Road Closures.....	35
E02 Road Trains and Extra Mass Permits	36
E03 Traffic Control Signals and Road Regulatory Devices	37
E04 Contractors – Use of Works	38
E05 Plant – Use by Employees	39
E06 Damage to Roads and Footpaths.....	40

E07	Private Works.....	41
Health.....		42
H01	Environmental Health	42
H02	Local Government Septic Tank Approvals.....	43
H03	Dealing with Nuisances	44
H04	Camping other than at a Park or a Camping Ground	45
H05	Food Act 2008 – Enforcement Action (Section 122).....	46
H06	Appointment of Authorised Officers – Public Health Act 2016.....	47
H07	Authorised Officers for Certificates of Authority	48
Building.....		49
B01	Works - Unlawful.....	49
B02	Building Licenses.....	50
B03	Demolition Licenses	51
B04	Building – Issue of Section 401 License.....	52
B05	Removal of Neglected and Renovations of Dilapidated Buildings.....	53
B06	Dwellings Unfit for Habitation	54
B07	Dwellings to be Repaired.....	55
B08	Building Conversion to a Dwelling.....	56
B09	Park Homes.....	57
B10	Building / Demolition Permits	58
B11	Building / Demolition, Extension of Time to Complete	59
B12	Building Orders.....	60
B13	Grant of Occupancy Permit, Building Approval Certificate.....	61
B14	Extension of Period of Duration of Occupancy Permit or Building Approval Certificate.....	62
B15	Authorised Persons – Building Act 2011	63
B16	Certificate of Design Compliance.....	64
Bushfire.....		65
BF01	Use of Council Plant	65
Planning.....		66
P01	Development Applications.....	66
P02	Subdivision Applications	68
Delegations to Committees		70
C01	Audit and Risk Committee.....	70
Register of Delegations		72
Chief Executive Officer		72
	Delegations	72
Deputy Chief Executive Officer.....		74
	Delegations	74

Environmental Health Officer / Building Surveyor.....	75
Delegations	75
Manager of Works and Services.....	76
Delegations	76

Legislation

The Local Government Act 1995 gives Local Authorities the powers of Delegation.

Delegation of some powers and duties to certain committees:

- 5.16 (1) Absolute majority required to delegate; cannot delegate power of delegation.
- (2) To be in writing and may be general or conditional.
- (3) Can be for a period of time or indefinite.
- (4) Doesn't prevent Council acting through another.
- 5.17 Limits on delegations to committees.
- 5.18 Register of Delegations to be kept and reviewed annually.

Delegation of some powers and duties to CEO:

- 5.42 (1) Absolute majority required to delegate.
- (2) To be in writing and may be general or conditional.
- 5.43 Limits on delegations to CEO.
- 5.44 CEO may delegate to others, but not the power of delegation.
- 5.45 (1) (a) Can be for a period of time or indefinite.
- (b) Absolute majority required to amend or revoke.
- (2) Doesn't prevent Council or CEO acting through another.
- 5.46 (1) & (2) Register of Delegations to be kept and reviewed annually.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Admin Reg 19.

“Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty had been delegated is to keep a written record of –

- (a) how the person exercised the power or discharged the duty;
- (b) when the person exercised the power or discharged the duty;
- (c) the persons or classes of persons, other than Council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty”.

Delegations

Finance

F01 Payments of Accounts Between Meetings

Function to be performed: To make payments from the Municipal Fund Bank Accounts for payment of creditors and payroll between Council meetings.

Delegated to: Chief Executive Officer

On delegated to: Deputy Chief Executive Officer

Conditions: Compliance with Regulations 12 and 13 of the Local Government (Financial Management) Regulations 1996.

The authority extends only to making of investments, the payment of salaries and wages, payment for fuel and supplies, loan repayments, petty cash recoups, freight, contract progress payments, group tax, FBT, GST, utilities, advance recoup and the payment of general trade creditors accounts.

The authority extends only to payments for items previously authorised by the council by inclusion in the budget.

The Chief Executive Officer is to ensure the relevant debt was incurred by a person who is properly authorized to do so and that the goods and services to which each account relates were provided in a satisfactory standard as the case requires.

Each payment from the Municipal Fund Bank Accounts and is to be noted on a list compiled each month showing:

- 1) The payee's name
- 2) The amount of the payment
- 3) The date of the payment
- 4) Sufficient information to identify the transaction

The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

The vouchers, supporting invoices and other relevant documents be made available for inspection by Councillors at any time following the date of payment and at the next ordinary meeting of Council.

Record of Use: Records to be kept under the provision of General Disposal Authority for Local Government Records Legislation.

Reference: S5.42/5.44, S6.10 – Local Government Act 1995
Local Government (Financial Management) Regulations 1996

Council Policy: Not Applicable
Date Adopted: 20th May, 1997
Date Reviewed: 16th May, 2023
Date Reviewed & Amended: 15th February, 2011

F02 Investments

<i>Function to be performed:</i>	<ol style="list-style-type: none">1) To invest money held in the Municipal or Trust Funds that is not required for the time being for any purpose in accordance with Part III of the Trustees Act 1962 or in an investment approved by the Minister.2) To establish and document internal control procedures to be followed to ensure control over the investments.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy Chief Executive Officer
<i>Conditions:</i>	<ol style="list-style-type: none">1) The establishing of documental internal control procedures to be followed to ensure control over the investments.2) Compliance with Clause 19(2) Local Government (Financial Management) Regulations 19963) Council Policy (where applicable)4) Investments in Managed Funds require the approval of Council.
<i>Record of Use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42/S5.44, S6.14 Local Government Act, 1995 (As Amended)
<i>Council Policy:</i>	A.2.1 – Investments
<i>Date Adopted:</i>	15th February, 2011
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	N/A

F03 Hire Fees & Charges – Recreation Centre

<i>Function to be performed:</i>	To adjust/vary recreation centre, halls, and oval hire fees and charges as determined in the budget.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<p>Subject to Regulations 5, 8 and 10 of the Local Government (Financial Management) Regulations 1996 and;</p> <ul style="list-style-type: none">• where it is considered that there is the need due to extenuating circumstances, unusual kind of use;• the cost of normal hire per participant being prohibitive in relation to the financial resources of the hirer/s;• one-off usage discounts being supported in favour of regular use discounts;• the participation of children/juniors in the program;• the benefits to the Shire, its staff and the community in general;• the costs to the Shire, including any forfeited opportunity costs; and• any other circumstances that warrant consideration to a discount or waiving of fees;
<i>Record of Use:</i>	Copy of receipts to be archived and kept in accordance with records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42, S6.10 Local Government Act (As Amended).
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	15th February, 2011
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	N/A

F04 Conferences / Seminars / Training – Expenses of Councillors and Staff

<i>Function to be performed:</i>	<ol style="list-style-type: none"> 1) To reimburse all reasonable expenses to members and staff incurred whilst attending authorised conferences, seminars and training courses and during other absences from the district on any business deemed necessary by the Chief Executive Officer. Such expenses may include registration fees, accommodation, meals, refreshments, travel and other appropriate out-of-pocket expenses. 2) The payment of expenses of partners when the Council has specifically resolved that it is appropriate for a Councillor to be accompanied by another person. 3) The payment of expenses of partners when the CEO has specifically approved that it is appropriate for a staff member to be accompanied by another person.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<p>Obtain from the Councillor or staff member receipts or other appropriate proof that the expense was incurred. Obtain a declaration that the expense was incurred wholly whilst on Council business.</p> <p>Attendance will enhance the professional development of the officer or elected member, provide benefits to Council and is relevant to the duties and responsibilities of the officer or elected member.</p>
<i>Record of Use:</i>	Copy of receipts to be archived and kept in accordance with records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Local Government Act 1995
<i>Council Policy:</i>	<p>A.3.2 – Conferences – Staff Attendance and Representation</p> <p>A.3.3 – Conferences – Staff Travel and Accommodation Expenses</p> <p>M.5.1 – Council Members’ and Chief Executive Officer Attendance and Representation</p> <p>M.5.2 – Conferences – Members’ Travel and Accommodation Expenses</p>
<i>Date Adopted:</i>	20th May, 1997
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	15th February 2011, 21 st February 2017, 17th May, 2022

F05 Expenditure Prior to Adoption of Budget

<i>Function to be performed:</i>	To incur operating expenditures from the Municipal Fund prior to the adoption of the annual budget.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	This delegation refers to operating expenditure only
<i>Record of Use:</i>	List of accounts for payment to Council.
<i>Reference:</i>	Local Government Act (As Amended).
<i>Council Policy:</i>	A.2.6. Budget Management – Capital Acquisitions
<i>Date Adopted:</i>	15th February, 2011
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	N/A

F06 Insurance

<i>Function to be performed:</i>	To enter into appropriate contracts of insurance.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Insurance Policies held by the Council
<i>Reference:</i>	Part 3 of Local Government Act (As Amended).
<i>Council Policy:</i>	A.2.5. Insurance
<i>Date Adopted:</i>	15th February, 2011
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	N/A

F07 Rate Records and Recovery of Rates and Service Charges

Function to be performed:

- 1) Where appropriate or necessary, to amend the rate record of the local government for the 5 years preceding the current financial year as contemplated by section 6.39 (2)(b).
- 2) To enter into agreements in accordance with Section 6.49 of the Local Government Act 1995 for the payment of rates and service charges.
- 3) To determine the dates that a rate or service charge becomes due and payable in accordance with Section 6.50 of the Local Government Act 1995, such that the due payment of a rate or service charge, or the first installment thereof as the case may be, shall become due and payable 35 days after the date noted on the rate notice as the date the rate notice was issued;
- 4) To take any or all of the actions pursuant to the provisions of the Act as reasonable and proper, to recover rates and service charges due to the local government; Pursuant to section 6.64 (3) of the Act, to lodge caveats on land where the rates or service charges are in arrears, and it is considered that the interests of the Council should be protected;
- 5) and to subsequently withdraw such caveats once arrears of rates have been settled.
- 6) To exercise discretion in regard to granting an extension of time for the service of objections to the rate record in accordance with Section 6.76(4) of the Local Government Act 1995;
- 7) To allow or disallow in accordance with section 6.76 (5) any objection to the rate record lodged under Section 6.76(1) and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection on accordance with Section 6.76(6)
- 8) To discharge the obligations specified in section 6.39(1) of the Local Government Act 1995 (as amended).
- 9) The service of notices of valuation and rates referred to in section 6.41(1) of the Local Government Act 1995.
- 10) The powers conferred on Section 6.40 of the Local Government Act 1995.
- 11) The recovery of rates by complaint or action pursuant to the provisions of 6.56(1) of the Local Government Act 1995.
- 12) Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with 6.60(2) of the Local Government Act 1995.

Delegated to:

Chief Executive Officer

On delegated to:

N/A

Conditions:

Nil

Record of Use:

List of rate arrears submitted to Council when requested.

Reference:

Local Government Act (As Amended).

Council Policy: A.2.4. Rates Recovery
Date Adopted: 20th May, 1997
Date Reviewed: 16th May, 2023
Date Reviewed & Amended: 15th February, 2011

F08 Surplus Equipment, Materials and Tools

<i>Function to be performed:</i>	To sell surplus equipment, materials, tools, etc with an estimated value of less than \$2,000 which are no longer required, or are out moded, or are no longer serviceable.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	By calling for expressions of interest, holding of a surplus goods sale at Council's depot, or any other fair means. Where it has not been possible to dispose of surplus equipment, materials, tools, and such like as outlined above, dispose of such things by other nominated means, including scrapping, after a listing of such items and the proposed disposal method has been provided to Council.
<i>Record of Use:</i>	Information on File and advice provided to Council. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Local Government Act (As Amended) Sect 3.58 & 5.42 and Financial Management Regulation 5.2
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20th May, 1997
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	15th February, 2011

F09 Purchase Order Authorisation

Function to be performed:	<ol style="list-style-type: none"> 1) To sign Purchase Orders for items contained within the current budget. 2) This delegation includes authorisation to accept a tender for purchase up to an amount of \$250,000 (Local Government Act 1995 section 5.43 (b)).
Delegated to:	Chief Executive Officer
On delegated to:	Deputy Chief Executive Officer Works and Services Manager
Conditions:	Officers must adhere to requirements of purchasing policy i.e. purchases up to \$20,000 can be arranged by delegated officers, \$20,001-\$50,000 must receive two quotes Deputy CEO & Works and Services Manager delegated to approve, \$50,001-\$249,999 must receive two quotes with CEO delegated to approve, \$250,000 and above tenders are to be called in line with tender regulations with full Council to approve. Where a regulatory tender exemption is utilized by the Shire for purchases above \$250,000, full Council to approve. Any delegated officer can sign purchase orders once approved by Council.
Record of Use:	Duplicate of purchase order to be handed to Accounts Officer. Triplicate stored in original purchase order book. Completed order books to be returned to Administration Officer for archiving. Register to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
Reference:	S5.42 & 3.57 Local Government Act 1995 (As Amended).
Council Policy:	A.2.3. Purchasing Policy
Date Adopted:	20th February, 2007
Date Reviewed:	16th May, 2023
Date Reviewed & Amended:	15th February 2011, 17th February 2015, 16th February 2016, 21st February 2017, 18th February, 2020 & 21st December, 2021

F10 Recovery of Debts

<i>Function to be performed:</i>	The Chief Executive Officer is delegated authority to negotiate with debtors unable to pay debts due to particular hardships. The Chief Executive Officer is delegated authority to initiate legal action for the recovery of debts either through the local court or by Council's solicitors, as the case may warrant, when all other reasonable attempts at collection have been exhausted.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy Chief Executive Officer
<i>Conditions:</i>	<ol style="list-style-type: none">1) The establishing of written records of any action taken.2) Compliance with relevant sections of the Local Government (Financial Management) Regulations 1996 and Local Government Act 1995.
<i>Record of Use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended)
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20th May, 1997
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	15th February, 2011

F11 Land Valuations

<i>Function to be performed:</i>	To obtain from the Valuer General or a qualified private Valuer, the value of any land or property that is subject of a report or submission to the Council involving negotiations for the purchase or sale of property.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy Chief Executive Officer
<i>Conditions:</i>	Provision to be included in budget for land valuation expenses.
<i>Record of Use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended)
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20th May, 1997
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	N/A

Administration

A01 Use of Shire Vehicles

<i>Function to be performed:</i>	To make appropriate private use arrangements with all staff having use of a Council vehicle.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy Chief Executive Officer
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Vehicle Log Book (where applicable)
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended)
<i>Council Policy:</i>	T.6.3. Operation of Shire Plant
<i>Date Adopted:</i>	20th May, 1997
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	N/A

A02 Staff Housing

<i>Function to be performed:</i>	To make all arrangements in regard to occupancy and maintenance of all staff accommodation provided by the Council
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<ol style="list-style-type: none">1) In exercising this delegation regard shall be given to any Council policy in place from time to time2) In the event that any Council provided accommodation is at any time not required for Council employees, the Chief Executive Officer is delegated authority to rent or lease the accommodation to persons other than Council employees or organisations3) The rental to other persons or organisations is subject to an appropriate tenancy agreement and period that does not unduly impact on the Shire's requirements for the property
<i>Record of Use:</i>	Employee Files.
<i>Reference:</i>	N/A
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	15th February, 2011
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	N/A

A03 Liquor – Sale and Consumption of at Council Property

<i>Function to be performed:</i>	To approve applications for the sale of liquor from the Councils facilities and impose any conditions relating to its sale as considered appropriate, and to approve applications to consume liquor on property under the care, control and management of Council.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	In exercising this delegation, the Chief Executive Officer shall have regard to the provisions of the appropriate State Legislation regarding consumption and sale of liquor and shall, when appropriate, consult with local Police.
<i>Record of Use:</i>	Applications and approvals to be kept in Filing System.
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended). Sections 59 and 119 of the Liquor Control Act 1988.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20th May, 1997
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	11th February, 2011

A04 Impounding Goods – Authorised Employee

<i>Function to be performed:</i>	To authorise an employee in accordance with Section 3.39 to remove and impound any goods that are involved in a contravention that can lead to impounding;
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to the express provisions contained in the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996, Pt 6.
<i>Record of Use:</i>	Report to Council.
<i>Reference:</i>	Local Government Act, 1995 (As Amended) – S5.42 Local Government Act, 1995 – S3.39
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	15th February, 2011
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	N/A

A05 Award / Industrial Matters

<i>Function to be performed:</i>	To instruct the local government's consultants in workplace relations if considered appropriate to act on the Council's behalf in any general Industrial/Award matter and any industrial dispute involving an employee or employees of the Council.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	N/A
<i>Record of Use:</i>	File records of authorisations given.
<i>Reference:</i>	Local Government Act 1995
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	15th February, 2011
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	N/A

A06 Contract Variations

<i>Function to be performed:</i>	To approve minor variations to contracts which have been entered into by the Council, subject to the funds required to meet the cost of the variations being contained within the amount set aside in the budget adopted by the Council.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	N/A
<i>Record of Use:</i>	Contract Register
<i>Reference:</i>	Local Government Act, 1995 and Tender Regulations
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20th May, 1997
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	N/A

A07 Legal Advice

<i>Function to be performed:</i>	To obtain such legal advice and opinions as considered is necessary in the management of the Local Government.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to existing budgetary provisions for that purpose
<i>Record of Use:</i>	Information on File and advice provided to Council. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Local Government Act, 1995.
<i>Council Policy:</i>	A.1.3. Legal Representation
<i>Date Adopted:</i>	20th May, 1997
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	N/A

A08 Enforcements and Legal Proceedings***Function to be performed:***

- 1) To appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of local laws.
- 2) To issue to each person authorised to enforce local laws a certificate stating that the person is so authorised and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.
- 3) To appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 and Council's Local Laws.

Delegated to:

Chief Executive Officer

On delegated to:

N/A

Conditions:

Subject to compliance with the following:

- Local Government Act 1995
- Dog Act 1976
- Bush Fire Act 1954
- Health Act (Miscellaneous Provisions) 1911
- Local Government (Miscellaneous Provisions) Act 1960
- Local Laws, Parking and Dogs
- Council Policy

Record of Use:

Retention of File copy of relevant correspondence

Reference:

S5.42/S5.44, S9.10, S9.19, S9.20 and S9.23 Local Government Act, 1995 (As Amended) Section 44.9 Local Government (Miscellaneous Provisions) Act 1960.

Council Policy:

N/A

Date Adopted:

15th February, 2011

Date Reviewed:

16th May, 2023

Date Reviewed & Amended:

N/A

A09 Appointment of Acting Chief Executive Officer

Function to be performed:	Authority to appoint an employee as Acting Chief Executive Officer under s5.39(1a)(a) of the <i>Local Government Act 1995</i>
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	As per Council Policy A.3.6 – Temporary Employment or Appointment of an Acting Chief Executive Officer

Absence of the CEO for less than 5 workdays

In the absence of the Chief Executive Officer for periods of four days or less the Deputy Chief Executive Officer will assume the role of Acting Chief Executive Officer for day-to-day decisions affecting the organisation.

In these circumstances there will be no adjustment to the Deputy Chief Executive Officer's salary, although the Chief Executive Officer may, depending on the circumstances, determine to vary the Deputy Chief Executive Officer salary.

All appointments, by the Chief Executive Officer, under delegated authority, to the role of Acting Chief Executive Officer shall be made in writing and are not to exceed a period of three months.

An employee appointed to temporarily act as Deputy Chief Executive Officer, is not considered to be suitably qualified to perform the role of Acting Chief Executive Officer, but Council may determine to do so.

All appointments, by the Chief Executive Officer, under delegated authority, to the role of Acting Chief Executive Officer must be advised to all Council Members, as soon as possible after the appointment has been made.

Absence of the CEO for 5 or more workdays, and up to 3 months

In the absence of the Chief Executive Officer on periods of leave of absence for five or more consecutive working days, and up to, and including 3 months, the Deputy Chief Executive Officer will be appointed Acting Chief Executive Officer for the period of the Chief Executive Officer's absence.

In these circumstances any higher duties increase/provision in the salary of the Deputy Chief Executive Officer will be determined by the Chief Executive Officer.

An employee appointed to temporarily act as Deputy Chief Executive Officer, is not considered to be suitably qualified to perform the role of Acting Chief Executive Officer, but Council may determine to do so.

All appointments, by the Chief Executive Officer, under delegated authority, to the role of Acting Chief Executive Officer shall be made in writing and are not to exceed a period of three months.

All appointments, by the Chief Executive Officer, under delegated authority, to the role of Acting Chief Executive Officer must be advised to all Council Members, as soon as possible after the appointment has been made.

Absence of the CEO for more than 3 months

Although the Chief Executive Officer may appoint the DCEO as Acting Chief Executive Officer for up to 3 months, Council will determine any appointment exceeding three months but not exceeding one year.

The employment of a person in the position of Chief Executive Officer for a term exceeding one year must be in accordance with legislation and the Shire of Leonora Policy A.3.23 Standards for CEO Recruitment, Performance and Termination and consistent with s5.39A of the *Local Government Act 1995*.

Record of Use:

Retention of file copy of relevant appointment in Personnel File. Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference:

S5.42 & S5.39 Local Government Act 1995 (As Amended).

Council Policy:

A.3.6. Temporary Employment or Appointment of a Chief Executive Officer

Date Adopted:

11th October, 2022

Date Reviewed:

16th May, 2023

Date Reviewed & Amended:

N/A

A10 Council Members – Register of Delegations to Committees

<i>Function to be performed:</i>	To keep a Register of the Delegations made by the Council to Committees, the Register being required in accordance with the provisions of Section 5.18 of the Act.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<p>The Register is only required if Committees are in existence and have delegated powers of duties.</p> <p>Council acknowledges that this task could be interpreted to be a function of the CEO under Section 5.41 (d) – management of day to day operations.</p>
<i>Record of Use:</i>	Register
<i>Reference:</i>	S5.42 and S5.18 Local Government Act 1995 (As Amended).
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	15th February, 2011
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	N/A

A11 Tenders

Function to be performed:

- 1) To make determinations about the following matters contemplated by the Local Government (Functions and General) Regulations 1996 in relation to the supply of goods and services by tender, unless Council has already done so in any instance:
 - a) to determine whether or not tenders should be publicly invited having regard to the circumstances contemplated by a clause 11 subclause (2) paragraphs (ba) (iii) (II) and (f) of the regulations;
 - b) before publicly inviting tenders, to determine appropriate criteria for deciding which tender should be accepted as contemplated by clause 14 subclause (2a) of the regulations;
 - c) to ensure that there is an adequate specification upon which to invite tenders for goods or services and to decide upon the extent of detailed information to be made available to interested tenderers to satisfy clause 14 subclauses 3 (b) and (4) (a) of regulations, and to vary that information where required whilst having regard to the provisions of subclause (5);
 - d) to make a determination as to whether or not the local government will submit a tender, and advise other interested tenders accordingly as required by clause 14 subclause (4) (d) of the regulations;
 - e) to assess tenders by written evaluation against the assessment criteria as provided for by clause 18 (4) of the regulations;
 - f) where the circumstances contemplated by clause 18 (6) and (7) of the regulations prevail and the tender has been awarded by the CEO pursuant to Part (B)(a) of this delegation, to deal with the matter according to that clause and applicable subclause;
 - g) where the circumstances contemplated by clause 20 (1) of the regulations prevail, upon becoming aware of the need for any minor variation/s, to deal with the matter according to that clause/subclause, including being satisfied that the extent of the variation constitute a minor variation under clause 20 (3);
 - h) where the circumstances contemplated by clause 20 (2) of the regulations prevail and the tender has been awarded by the CEO pursuant to Part (B) (a) of this delegation, to deal with the matter according to that clause/subclause;
 - i) to make determination about seeking expressions of interest in lieu of public tenders as contemplated by clause 21 (1) of the regulations; and
 - j) evaluating expressions of interest as to determining which would be capable of satisfactorily supplying the goods or services.
- 2) Unless otherwise specified by the Council for a particular case, where the consideration involved does not exceed \$30,000 and is acceptable or advantageous to the local government.

- a) to accept a tender provided that the appropriate provision has been made in Council's Budget; and
- b) to decline to accept a tender where none is deemed acceptable or advantageous to the Local Government.

Delegated to: Chief Executive Officer

On delegated to: N/A

Conditions:

- 1) Provision must be included in budget for CEO to call tenders without referring to Council.
- 2) On receipt of the tenders, the CEO shall report on tenders received to the next Council meeting

Record of Use: Report to Council and file of correspondence and actions.
Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: Local Government Tender Regulations and Local Government Act 1995 (As Amended).

Council Policy: N/A

Date Adopted: 20th May, 1997

Date Reviewed: 16th May, 2023

Date Reviewed & Amended: 15th February, 2011

A12 Trade/Vendor Licences

<i>Function to be performed:</i>	To negotiate with traders/vendors to operate within the townsite, and if trader/vendor is unable to obtain suitable premises from which to operate within the central business area, the Chief Executive Officer is delegated authority to approve a suitable location within the townsite boundary provided no nuisance is created by the nature of that business.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<ol style="list-style-type: none">1) The nature of the business and the type of goods sold2) The effect the business has on local traders.3) The duration of the stay4) No nuisance is created by the nature of the business
<i>Record of Use:</i>	Record to be kept on appropriate file.
<i>Reference:</i>	Local Government Miscellaneous Provisions Act 1996
<i>Council Policy:</i>	T.6.5. Vendor / Trading Licence
<i>Date Adopted:</i>	20th October, 1998
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	15th February, 2011

A13 Animals – Unlawful Release from Pound

<i>Function to be performed:</i>	To instruct Council's solicitors to commence legal proceedings against any person/s who, in the opinion of the Chief Executive Officer has: <ul style="list-style-type: none">a) Unlawfully rescued or released, or attempted to rescue or release, dogs lawfully impounded or seized for the purpose of being impounded.b) Damaged a Council poundc) Committed a breach of procedures enabling dogs to escape from Council pound.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	The CEO is to report particulars of instructions issued to Council's solicitors to the next following meeting of Council.
<i>Record of Use:</i>	Record to be kept on appropriate file.
<i>Reference:</i>	S5.94 Local Government Act 1995 (As Amended).
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20th May, 1997
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	15th February, 2011

A14 Appointment of Complaints Officer(S)

<i>Function to be performed:</i>	To appoint one or more persons to the role of Complaints Officer for the purposes of Division 3, Section 11(3) of the Code of Conduct for Council Members, Committee Members, and Candidates.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to the express provisions contained in the Local Government Act 1995 and Local Government (Model Code of Conduct) Regulations 2021.
<i>Record of Use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provision of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Local Government Act, 1995 (As Amended) – S5.42 & S5.104
<i>Council Policy:</i>	A.1.9. External Complaints Management
<i>Date Adopted:</i>	16th February, 2021
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	N/A

Engineering

E01 Temporary Rural Road Closures

<i>Function to be performed:</i>	To temporarily close a street or a portion of a street for a period not exceeding 30 days to vehicles in cases of emergency, in connection with Council works, by reason of heavy rain, a street likely to be damaged by the passage of traffic of any particular class.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Manager of Works and Services
<i>Conditions:</i>	Compliance with the Local Government (Functions and General) Regulations 1996.
<i>Record of Use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Local Government Act 1995 (As Amended) – S5.42, S3.50, S3.51 Local Government (Function and General) Regulations 1996. Executive Function S3.18
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20th May, 1997
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	15th February, 2011

E02 Road Trains and Extra Mass Permits

<i>Function to be performed:</i>	To determine any application for the use of such roads granting approval with or without conditions and, subject to assessment and approval of the use of the road/s by Main Roads WA.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Have regard for any policy of the Council in relation to the use of local roads by restricted access vehicles
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Reference:</i>	Road Traffic Vehicle Standard Regulations
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20th May, 1997
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	15th February, 2011

E03 Traffic Control Signals and Road Regulatory Devices

<i>Function to be performed:</i>	<ol style="list-style-type: none">1) To make application to Main Roads WA for approvals to install stop and give-way signs at such places as considered warranted other than in accordance with any urban or rural traffic management plan adopted by Council.2) Arrange installation of “school bus stop” signs and other appropriate traffic warning, advisory or directional signs at such places on local roads as considered necessary.3) Proceed with the provision and erection of new street name plates and the replacement of damaged name plates.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Due regard to limit of funds within budget
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Road Traffic Code 2000
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20th May, 1997
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	15th February, 2011

E04 Contractors – Use of Works

<i>Function to be performed:</i>	To engage private contractors to assist and complement Council's work staff in carrying out any works and services.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<p>In exercising this delegated authority, the Chief Executive Officer shall have due regard to the following:</p> <ol style="list-style-type: none">1) It must be demonstrated that by engaging the private contractors, it will be in the best interests of the Council; and2) Appropriate funds are provided in the budget.
<i>Record of Use:</i>	<p>Correspondence on File.</p> <p>Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation</p>
<i>Reference:</i>	Section 3.50 Local Government Act 1995
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20th May, 1997
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	15th February, 2011

E05 Plant – Use by Employees

<i>Function to be performed:</i>	Permit Council employees to utilise Council plant after hours.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<ol style="list-style-type: none">1) Usage will be permitted within the townsite area, to those employees who are competent with the operating capabilities of the plant that they propose to use and subject to their agreement to accept full responsibility for any loss or damage caused by negligence to the plant.2) Where the use, or intended use, of plant is likely to conflict with usage of Council, of that plant, then permission will not be given.
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Reference:</i>	Section 5.42 Local Government Act 1995
<i>Council Policy:</i>	T.6.2. Shire's Plant and Equipment – After-Hour's Use
<i>Date Adopted:</i>	20th May, 1997
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	15th February, 2011

E06 Damage to Roads and Footpaths

<i>Function to be performed:</i>	Issue accounts for repairs to damage caused to roads, kerbing and footpaths where the Chief Executive Officer is of the opinion that the damage was clearly caused by the Party. The Chief Executive Officer is also authorised to take legal action to recover the costs if the accounts remain unpaid after a reasonable time and notice has been given.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	N/A
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Reference:</i>	Section 5.42 Local Government Act 1995
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20th May, 1997
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	15th February, 2011

E07 Private Works

<i>Function to be performed:</i>	Carry out private works utilising Council employees and plant.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<ol style="list-style-type: none">1) Private works will only be undertaken when time permits to ensure there is no disruption to Council's works programme.2) Requests for private works for the time other than that suited to the Council shall be completed outside the Council's normal working hours and charged at the appropriate penalty rates.
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Reference:</i>	Section 5.42 Local Government Act 1995
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20th May, 1997
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	15th February, 2011

Health

H01 Environmental Health

<i>Function to be performed:</i>	In accordance with the provisions of Section 26 of the Health Services Act 2016 the Chief Executive Officer is appointed and authorised to exercise and discharge the following powers and functions: <ol style="list-style-type: none">1) Issue such Health Services Act notices and orders as appropriate;2) Determine applications for license under the Health Services Act.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To any person appointed by the local authority to the position of Authorised Officer.
<i>Conditions:</i>	Subject to the provisions of the Health Services Act, Local Laws and Council Policies. The applicant being advised of objections and/or appeal rights. A detailed report to the monthly Council meeting
<i>Record of Use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Health Services Act 2016
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	15th February, 2011
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	21 st February, 2017

H02 Local Government Septic Tank Approvals

Function to be performed: Pursuant to the provisions of Section 26 of the Health Services Act 2016, the Authorised Officer is hereby appointed and authorized to exercise and discharge powers and functions conferred on local government for the purpose of Regulation 4 of the Health (Treatment of Sewerage and Disposal Effluent and Liquid Waste) Regulations 1974:

- 1) For the purpose of section 107(2)(a) of the Act, an apparatus is to be approved a local government if it is intended to serve:
 - a) A single dwelling
 - b) Any other building that produces not more than 540 litres of sewerage per day;
- 2) A person may apply for approval by:
 - a) Completing an application in a form approved by the Executive Director, Public Health
 - b) Forwarding application to the Shire of Leonora together with any documents required under Regulation 5 and the fee specified in Item 1, of Schedule 1;
- 3) The Shire of Leonora upon application will as soon as practicable after receiving the application:
 - a) Grant approval, or
 - b) Refuse to grant approval;
- 4) Where the Shire refuses to grant approval it shall provide to the applicant written notice:
 - a) Advising the person of the refusal; and
 - b) Setting out the reasons for the refusal.

Delegated to: To any person appointed by the local authority to the position of Authorised Officer.

On delegated to: Nil.

Conditions: Subject to the provisions of the Health Services Act, Local Laws and Council Policies.
The applicant being advised of objections and/or appeal rights.

Record of Use: Retention of file copy of relevant correspondence.
Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: Health Services Act 2016 (As Amended), Health (Treatment of Sewerage and Disposal Effluent and Liquid Waste) Regulations 1974

Council Policy: N/A

Date Adopted: 19th August, 1997

Date Reviewed: 16th May, 2023

Date Reviewed & Amended: 21st February, 2017

H03 Dealing with Nuisances

<i>Function to be performed:</i>	In accordance with the provisions of Section 184 of the Health (Miscellaneous Provisions) Act 1911 the Chief Executive Officer is authorised to deal with nuisances.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To any person appointed by the local authority to the position of Authorised Officer.
<i>Conditions:</i>	Subject to the provisions of the Health (Miscellaneous Provisions) Act, Local Laws and Council Policies. The applicant being advised of objections and/or appeal rights.
<i>Record of Use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Health (Miscellaneous Provisions) Act 1911
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	19th May, 1998
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	15th February, 2011 & 21 st February, 2017

H04 Camping other than at a Park or a Camping Ground

<i>Function to be performed:</i>	To grant approval to an applicant wishing to camp on land or a period of up to three (3) months in any twelve month period.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to the approval being in accordance with the provisions of Regulation 11(2)(a) of the Caravan Parks and Camping Grounds Regulations 1997.
<i>Record of Use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Caravan Parks and Camping Grounds Regulations 1997
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	19th May, 1998
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	15th February, 2011

H05 Food Act 2008 – Enforcement Action (Section 122)

<i>Function to be performed:</i>	In accordance with the provisions of Section 122 of the Food Act 2008, the Chief Executive Officer is appointed and authorized to exercise and carry out enforcement action for the purposes of this act.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To any person appointed by the local authority to the position of Authorised Officer
<i>Conditions:</i>	Subject to the provisions of the Food Act 2008 and Council Policies, the businesses being advised of appeal rights and a detailed report to the monthly Council Meeting.
<i>Record of Use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation .
<i>Reference:</i>	Food Act 2008
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	17th June, 2014
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	21 st February, 2017

H06 Appointment of Authorised Officers – Public Health Act 2016

<i>Function to be performed:</i>	In accordance with section 17 of the Public Health Act 2016, the Chief Executive Officer is authorised to appoint Authorised Officers to carry out functions under the Public Health Act 2016.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to Section 18 of the Public Health Act 2016.
<i>Record of Use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Public Health Act 2016
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20th December, 2016
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	N/A

H07 Authorised Officers for Certificates of Authority

<i>Function to be performed:</i>	In accordance with the provisions of Section 24 and Section 30 of the Public Health Act 2016, the Chief Executive Officer is authorised to designate a person or class of persons as an Authorised Officer and issue Certificates of Authority.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to provisions of Section 24, 30 and 312 of the Public Health Act 2016.
<i>Record of Use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Public Health Act 2016
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20th December, 2016
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	N/A

Building

B01 Works - Unlawful

Date Adopted: 20th May, 1997
Date Reviewed: 18th February, 2014
Date Reviewed & Amended: 15th February, 2011
Date Deleted: 18th February, 2014

B02 Building Licenses

Date Adopted: 20th May, 1997
Date Reviewed: 18th February, 2014
Date Reviewed & Amended: 15th February, 2011
Date Deleted: 18th February, 2014

B03 Demolition Licenses

Date Adopted: 20th May, 1997
Date Reviewed: 18th February, 2014
Date Reviewed & Amended: 15th February, 2011
Date Deleted: 18th February, 2014

B04 Building – Issue of Section 401 License

Date Adopted: 20th May, 1997
Date Reviewed: 18th February, 2014
Date Reviewed & Amended: 15th February, 2011
Date Deleted: 18th February, 2014

B05 Removal of Neglected and Renovations of Dilapidated Buildings

Date Adopted: 20th May, 1997
Date Reviewed: 18th February, 2014
Date Reviewed & Amended: 15th February, 2011
Date Deleted: 18th February, 2014

B06 Dwellings Unfit for Habitation

<i>Function to be performed:</i>	To declare that a house, or any part thereof is unfit for human habitation in accordance with the provisions of Section 135 of the Health (Miscellaneous Provisions) Act 1911 (as amended).
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To the person occupying the office of Environmental Health Officer/Building Surveyor
<i>Conditions:</i>	Subject to the provisions of Section 135 of the Health (Miscellaneous Provisions) Act 1911 (as amended).
<i>Record of Use:</i>	Certificates issued and correspondence issued. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Section 135 of the Health (Miscellaneous Provisions) Act 1911 (as amended).
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	19th May, 1998
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	15th February, 2011 & 18th February, 2014

B07 Dwellings to be Repaired

<i>Function to be performed:</i>	Require owner of a house declared unfit for habitation or in a poor state of repair, to make repairs and render clean such a house.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	To the person occupying the office of Environmental Health Officer/Building Surveyor.
<i>Conditions:</i>	The order is accordance with the provisions of Section 139 of the Health (Miscellaneous Provisions) Act 1911 (as amended).
<i>Record of Use:</i>	Notices and correspondence issued. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Section 139 of the Health (Miscellaneous Provisions) Act 1911 (as amended).
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	19th May, 1998
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	15th February, 2011 & 18th February, 2014

B08 Building Conversion to a Dwelling

Date Adopted: 19th May, 1998
Date Reviewed: 18th February, 2014
Date Reviewed & Amended: 15th February, 2011
Date Deleted 18th February, 2014

B09 Park Homes

<i>Function to be performed:</i>	To grant approval to any person wishing to bring a Park Home on to a Caravan Park.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	N/A
<i>Reference:</i>	Caravan Parks and Camping Grounds Regulations 1997 (11(2)(a))
<i>Record of Use:</i>	Building licenses issued and correspondence issued. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	19th May, 1998
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	15th February, 2011

B10 Building / Demolition Permits

<i>Function to be performed:</i>	To approve/refuse applications submitted under section 20 and 21 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to provisions of section 20 and 21 of the Building Act 2011.
<i>Record of Use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	T.6.10. Building Licences
<i>Date Adopted:</i>	18th February, 2014
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	18th February, 2020

B11 Building / Demolition, Extension of Time to Complete

<i>Function to be performed:</i>	To approve/refuse applications submitted under section 32 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to provisions of section 32 of the Building Act 2011.
<i>Record of Use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18th February, 2014
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	18th February, 2020

B12 Building Orders

<i>Function to be performed:</i>	1) To make building orders pursuant to Division 5, Section 110 and 117 of the Building Act 2011 in relation to: a) Building Work b) Demolition Work c) An existing building or incidental structure 2) To revoke building orders pursuant to Section 17 of the Building Act 2011
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to provisions of Division 5, Section 110 and 117 of the Building Act 2011.
<i>Record of Use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18th February, 2014
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	18th February, 2020

B13 Grant of Occupancy Permit, Building Approval Certificate

<i>Function to be performed:</i>	To approve, modify or refuse to approve applications submitted under Section 58 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to provisions of Section 58 of the Building Act 2011.
<i>Record of Use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18th February, 2014
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	18th February, 2020

B14 Extension of Period of Duration of Occupancy Permit or Building Approval Certificate

<i>Function to be performed:</i>	To approve or refuse applications submitted under Section 65 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to provisions of Section 65 of the Building Act 2011.
<i>Record of Use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18th February, 2014
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	18th February, 2020

B15 Authorised Persons – Building Act 2011

<i>Function to be performed:</i>	The CEO is Delegated Authority as “Authorised Persons” under the provisions of Sections 96, 100, 102, 103, 106 and 109 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to provisions of Sections 96, 100, 102, 103, 106 and 109 of the Building Act 2011.
<i>Record of Use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18th February, 2014
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	18th February, 2020

B16 Certificate of Design Compliance

<i>Function to be performed:</i>	To issue Certificates of Design Compliance pursuant to Section 127 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to provisions of Section 127 of the Building Act 2011.
<i>Record of Use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18th February, 2014
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	18th February, 2020

Bushfire

BF01 Use of Council Plant

<i>Function to be performed:</i>	To place Shire plant and operators at the disposal of the Bush Fire Control Officer in the event of an emergency for bush fire prevention and/or control measures.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	In situations where shire plant is required, the persons requesting such assistance must first guarantee payment of all costs incurred.
<i>Record of Use:</i>	Copies of correspondence issued. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Bushfires Act 1954
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20th May, 1997
<i>Date Reviewed:</i>	16th May, 2023
<i>Date Reviewed & Amended:</i>	15th February, 2011

Planning

P01 Development Applications

Function to be performed: Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority to approve or refuse applications for planning consent, with or without conditions, is extended to the Chief Executive Officer, subject to compliance with the Shire of Leonora Local Planning Scheme No. 2, the Residential Design Codes of Western Australia, Local Planning Policies and the additional conditions set out below.

Delegated to: Chief Executive Officer

On delegated to: N/A

Conditions:

- 1) Applications for types of land use or development as defined by the following symbols A and X against relevant zones in Table 3-Zoning Table cannot be determined under delegated authority and all such applications shall be referred to Council for consideration.
- 2) Applications for planning approval that must be assessed under the provisions of Clause 18.4.a.bc of the Scheme shall be referred to Council for consideration.
- 3) The provisions of 1, and 2 above shall not apply to renewals of planning approval, minor works, extensions and/or expansions associated with existing lawful land-uses, wherein the application may be approved, with or without conditions under delegated authority.
- 4) All uses listed as 'P', 'I', & 'D' in the Zoning Table may be approved under delegated authority, with or without conditions, unless, in the opinion of the delegated officer, approval of the application would detrimentally impact upon the amenity and proper planning of the locality, wherein the application shall be referred to Council for consideration.
- 5) Where an application has been advertised pursuant to Clause 64 of the Scheme and:
 - a) No written, author-identified submissions were received, then the delegated officer may assess the application on its merits and approve the application with or without conditions, under delegated authority.
 - b) Written, author-identified submissions objecting to and/or raising concerns about the proposal were received, but, in the opinion of the delegated officer, the points raised in the submission are of a non-substantive nature and/or can be satisfactorily addressed via condition/s, then the delegated officer shall liaise with the applicant and the person/s who lodged the submission prior to determining the application. If either party requires, the application shall be referred to Council for consideration.
 - c) Written, author-identified submissions objecting to and/or raising concerns about the proposal were

received, and, in the opinion of the delegated officer, the points raised in the submission are of a substantive nature and/or cannot be satisfactorily addressed via condition/s, then the application shall be referred to Council for consideration.

- 6) Where an application has been refused or a conditional approval issued under delegated authority, and the applicant feels aggrieved by the decision, the applicant may require that the application be referred to Council for reconsideration. In such cases the applicant shall provide a written statement outlining the basis of their request for consideration. Unless otherwise agreed to by the delegated officer, such written statement shall be provided a minimum of 10 working days prior to the meeting at which the applicant wishes the application to be reconsidered.
- 7) Notwithstanding the above, any application may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.

Record of Use:

A summary of planning approvals for the preceding calendar month shall be provided in the Information Bulletin presented to Council each month. For each application determined during the preceding calendar month/s, the summary shall identify;

- The application number;
- The name/s of the applicant/s and owners;
- The particulars of the affected property;
- The dates of application and determination;
- Whether the application was approved or refused; and
- Whether the decision was made under a sub delegation.

Reference:

Local Government Act 1995 (Section 5.42) & Planning and Development Act 2005

Council Policy:

Nil

Date Adopted:

21st May, 2019

Date Reviewed:

16th May, 2023

Date Reviewed & Amended:

N/A

P02 Subdivision Applications***Function to be performed:***

- 1) Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority to advise the Western Australian Planning Commission with regards to applications referred to the Shire, is extended to the Chief Executive Officer subject to consistency with the Shire of Leonora Local Planning Scheme No. 2, the Residential Design Codes of Western Australia, and any other strategies or policies adopted by Council in respect of the affected land and only in the circumstances set out below. All other applications referred by the Western Australian Planning Commission shall be referred to Council for consideration
- 2) Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority to advise the Western Australian Planning Commission with regards to the clearance of conditions determined by the Commission and for which the Local Government is nominated as a clearance agency, is extended to the Chief Executive Officer subject to consistency with the Shire of Leonora Local Planning Scheme No. 2, the Residential Design Codes of Western Australia, the Shire of Leonora Local Planning Strategy, and any other strategies or policies adopted by Council in respect of the affected land and the additional conditions set out below.
- 3) Notwithstanding the conditions below, any matter may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.

Delegated to:

Chief Executive Officer

On delegated to:

N/A

Conditions:

- 1) Applications proposing the amalgamation of existing lots without any other changes to the boundaries of any of the lots affected by the application.
- 2) Applications affecting 'Residential' zoned land
- 3) Applications for boundary adjustments other than 'Residential' zoned land where the total number of lots within the area affected by the application will not increase, the size of the smallest lot within the application area will not decrease by greater than 10%, there will be no increase in the number of lots below 100 hectares in size and the proposal represents a rationalisation of boundaries to ensure greater consistency with physical and/or cadastral boundaries.
- 4) Applications consistent with an endorsed Subdivision Guide Plan or Structure Plan.
- 5) Applications involving the creation of lots for the purposes of public or servicing authorities, where the application does not involve the creation of any new roads.
- 6) Amended plans for applications that have been considered by Council within the last two years and the amendments are of a minor nature.

- 7) Applications previously determined by Council where the Western Australian Planning Commission period of approval has expired (or will imminently expire) and a new application has been required to be lodged.
- 8) Where the Australian Planning Commission has not been advised in respect of any particular application pursuant to the delegations outlined in Function 1 above, Council may, when giving consideration to the application identify any of the recommended conditions as being conditions that need to be referred to Council for consideration prior to clearing.
- 9) Where clearance of conditions is to be determined pursuant to this clause and the applicant feels aggrieved by any decision of the delegated officer, the applicant may require that the matter be referred to Council for reconsideration. In such cases the applicant shall provide a written statement outlining the basis of their request for reconsideration. Unless otherwise agreed to by the delegated officer, such written statement shall be provided a minimum of 10 working days prior to the meeting at which the applicant wishes the matter to be reconsidered

Record of Use:

A summary of decisions made pursuant to Functions 1 and 2 shall be provided in the Information Bulletin presented to Council. For each decision made during the preceding calendar month/s, the summary shall identify;

- The WAPC reference number;
- The names of the proponents and owners;
- The particulars of the affected property;
- A short description of the proposal;
- The date of determination;
- Whether the decision was made pursuant to Function 1 or 2; and
- If the decision was made under a sub-delegation.

Reference:

Local Government Act 1995 (Section 5.42) & Planning and Development Act 2005

Council Policy:

Nil

Date Adopted:

21st May, 2019

Date Reviewed:

16th May, 2023

Date Reviewed & Amended:

N/A

Delegations to Committees

C01 Audit and Risk Committee

Membership:	As determined by the Council's Resolution
Role:	To fulfill Council's statutory requirements pursuant to the Local Government Audit Regulations
Delegated Duties and Responsibilities:	<p>The following duties/responsibilities are delegated to the Audit & Risk Committee by Council:</p> <ol style="list-style-type: none">1) Provide guidance and assistance to the Council as to the carrying out the functions of the local government in relation to audits, which includes risk management, internal controls and legislative compliance;2) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local governments auditor;3) Develop and recommend to Council –<ul style="list-style-type: none">• A list of those matters to be audited; and• The scope of the audit to be undertaken.4) Recommend to the Council the person or persons to be appointed as auditor;5) Develop and recommend to the Council a written agreement for the appointment of the auditor. The agreement is to include –<ul style="list-style-type: none">• The objectives of the audit;• The scope of the audit;• A plan of the audit;• Details of the remuneration and expenses to be paid to the auditor; and• The method to be used by the local government to communicate with and supply information to the auditor.6) Liaise with the CEO to ensure that the local government does everything in its power to-<ul style="list-style-type: none">• Assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and• Ensure that audits are conducted successfully and expeditiously.7) Examine the reports of the auditor after receiving a report from the CEO on the matters and –<ul style="list-style-type: none">• Determine if any matters raised require action to be taken by the local government; and• Ensure that appropriate action is taken in respect of those matters.8) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;

- 9) Review the scope of the audit plan and program and its effectiveness; and
- 10) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.
- 11) Review the relevant audit process annually to ensure that it is effective and meets the objectives of the Shire's 'Risk Management Policy';
- 12) Review the Compliance Audit Return annually and present results of the review to Council prior to adoption;
- 13) To meet with the auditor at least once in every year in accordance with Section 7.12A (2) of the Local Government Act 1995.

Date Adopted: 19th February, 2013

Date Reviewed: 16th May, 2023

Date Reviewed & Amended: 21st February, 2017

Register of Delegations

Chief Executive Officer

Delegations

In accordance with Local Government Act Section 5.42(1), I advise that the Council of the Shire of Leonora on 16th May, 2023 resolved, by absolute majority, to delegate the following duties and powers to you:

Finance	6
F01 Payments of Accounts Between Meetings	6
F02 Investments	8
F03 Hire Fees & Charges – Recreation Centre	9
F04 Conferences / Seminars / Training – Expenses of Councillors and Staff	10
F05 Expenditure Prior to Adoption of Budget	11
F06 Insurance	12
F07 Rate Records and Recovery of Rates and Service Charges	13
F08 Surplus Equipment, Materials and Tools	15
F09 Purchase Order Authorisation	16
F10 Recovery of Debts	17
F11 Land Valuations	18
Administration	19
A01 Use of Shire Vehicles	19
A02 Staff Housing	20
A03 Liquor – Sale and Consumption of at Council Property	21
A04 Impounding Goods – Authorised Employee	22
A05 Award / Industrial Matters	23
A06 Contract Variations	24
A07 Legal Advice	25
A08 Enforcements and Legal Proceedings	26
A09 Appointment of Acting Chief Executive Officer	27
A10 Council Members – Register of Delegations to Committees	29
A11 Tenders	30
A12 Trade/Vendor Licences	32
A13 Animals – Unlawful Release from Pound	33
A14 Appointment of Complaints Officer(S)	34
Engineering	35
E01 Temporary Rural Road Closures	35
E02 Road Trains and Extra Mass Permits	36

E03	Traffic Control Signals and Road Regulatory Devices	37
E04	Contractors – Use of Works	38
E05	Plant – Use by Employees	39
E06	Damage to Roads and Footpaths	40
E07	Private Works	41
Health	42
H01	Environmental Health	42
H02	Local Government Septic Tank Approvals	43
H03	Dealing with Nuisances	44
H04	Camping other than at a Park or a Camping Ground	45
H05	Food Act 2008 – Enforcement Action (Section 122)	46
H06	Appointment of Authorised Officers – Public Health Act 2016	47
H07	Authorised Officers for Certificates of Authority	48
Building	49
B01	Works - Unlawful	49
B02	Building Licenses	50
B03	Demolition Licenses	51
B04	Building – Issue of Section 401 License	52
B05	Removal of Neglected and Renovations of Dilapidated Buildings	53
B06	Dwellings Unfit for Habitation	54
B07	Dwellings to be Repaired	55
B08	Building Conversion to a Dwelling	56
B09	Park Homes	57
B10	Building / Demolition Permits	58
B11	Building / Demolition, Extension of Time to Complete	59
B12	Building Orders	60
B13	Grant of Occupancy Permit, Building Approval Certificate	61
B14	Extension of Period of Duration of Occupancy Permit or Building Approval Certificate	62
B15	Authorised Persons – Building Act 2011	63
B16	Certificate of Design Compliance	64
Bushfire	65
BF01	Use of Council Plant	65
Planning	66
P01	Development Applications	66
P02	Subdivision Applications	68

Shire President

Date

Deputy Chief Executive Officer

Delegations

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of these delegations, including the scope and conditions of delegations and record of use of the delegations.

Finance.....	6
F01 Payments of Accounts Between Meetings.....	6
F02 Investments	8
F09 Purchase Order Authorisation	16
F10 Recovery of Debts.....	17
F11 Land Valuations	18
 Administration	 19
A01 Use of Shire Vehicles.....	19

Chief Executive Officer

Date

Environmental Health Officer / Building Surveyor

Delegations

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of these delegations, including the scope and conditions of delegations and record of use of the delegations.

Health.....	42
H02 Local Government Septic Tank Approvals	43
H03 Dealing with Nuisances	44
H05 Food Act 2008 – Enforcement Action (Section 122).....	46
H06 Appointment of Authorised Officers – Public Health Act 2016.....	47
H07 Authorised Officers for Certificates of Authority	48
 Building.....	 49
B06 Dwellings Unfit for Habitation	54
B07 Dwellings to be Repaired	55
B09 Park Homes	57

Chief Executive Officer

Date

Manager of Works and Services

Delegations

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of these delegations, including the scope and conditions of delegations and record of use of the delegations.

Finance..... 6

F09 Purchase Order Authorisation 16

Engineering..... 35

E01 Temporary Rural Road Closures..... 35

Chief Executive Officer

Date

Version Control

Doc #	Date Presented	Review Type ²	Comments
1.0	17th May, 2022	Annual	S5.46 requires review of delegations at least once every twelve months. This review included a change to the previous format, as well as updates as per Report to Council, MAY 22 Item 10.2.(D) – Delegation Register Review
1.1	18th October, 2022	Amendment	Delegation A09 – Delegation of Power has been Amended to be Delegation A09 – Appointment of Acting Chief Executive Officer under s5.39(1a)(a) of the Local Government Act 1995 (Minutes Ref: 10.2(C) OCT 22)
1.1	16th May, 2023	Annual	S5.46 requires review of delegations at least once every twelve months. Review completed as per report to Council, MAY 23 Item 10.2.(C) – Delegation Register Review

²Review Types are:

<i>Annual</i>	For the annual review of the document
<i>Amendment</i>	Changes have been made to existing delegation(s)
<i>Addition</i>	A new delegation has been adopted by decision of council and included
<i>Deletion</i>	A delegation has been deleted by decision of council
<i>Formatting</i>	Changes have been made to the style of the content, but not the information itself

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

10.0 REPORTS

10.2 CHIEF EXECUTIVE OFFICER REPORTS

10.2.(D) BUDGET AMENDMENT - 22/23 ANNUAL BUDGET

SUBMISSION TO: Ordinary Council Meeting
Meeting Date: 16th May 2023

AGENDA REFERENCE: 10.2.(D) MAY 23

SUBJECT: Budget Amendment - 22/23 Annual Budget

LOCATION/ADDRESS: Leonora

NAME OF APPLICANT: Lee-Anne Trevenen

FILE REFERENCE: 1.6

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 11th May 2023

SUPPORTING DOCUMENTS: Nil

BACKGROUND

Council at its 18th April 2023 Ordinary Council meeting adopted to amend accounts CP2309 – CEO House, non-operating provision be decreased by \$249,780 to \$750,000 and reactivate operating account E142241 – Relief Staff CEO Account, to increase the provision from \$0 to \$249,780.

Due to the current wait time on new vehicles staff did not consider the capital expense associated with a vehicle purchase for this financial year. However, staff have been fortunate in sourcing a vehicle that meets the needs of the Executive.

Other capital costs associated with the CEO handover are;

Work to the shire owned residence at 11 Queen Victoria Street, Leonora as a temporary place of residence until the completion of the new CEO residence for Ty Matson officially appointed as CEO from 1st July 2023.

Purchase of table and chairs for the CEO farewell celebration.

Additionally, the unexpected requirement to replace the large gas stove in Hoover House café and the urgent upgrade of the Hoover House sewerage system.

Staff recommend the creation of new capital accounts as described in below table to enable correct accounting and capitalisation of assets associated with the CEO handover additional costs and other capital works urgently required since the last meeting of Council.

Transfer from Account	Amount	Transfer to New Capital Account	Amount
E134014 – Hoover House Maintenance	\$ 18,000	CP2382 - Hoover House Oven	\$ 18,000
E142241 - Relief Staff CEO	\$119,880	CP2383 - New CEO Vehicle	\$119,880

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

E142241 - Relief Staff CEO	\$ 19,100	CP2384 -Tables & Chairs CEO Function	\$ 19,100
E142241 - Relief Staff CEO	\$ 65,000	CP2385 -11 Queen Victoria St Upgrade	\$ 65,000
E134042 - Small Projects Museum	\$ 15,000	CP2386-Hoover House Septic Upgrade	\$ 15,000

STATUTORY ENVIRONMENT

Section 6.8(1) (b) of the *Local Government Act 1995* provides that expenditure can be incurred when not included in the annual budget provided that it is authorised in advance by resolution (absolute majority).

POLICY IMPLICATIONS

There are no policy implications resulting from the recommendation of this report.

FINANCIAL IMPLICATIONS

There are no financial implications resulting from the recommendation of this report that will have any detrimental effect on the Shire's finances.

STRATEGIC IMPLICATIONS

There are no strategic implications resulting from the recommendation of this report.

RECOMMENDATIONS

That Council adopt the creation of new capital accounts as described in below table to enable correct accounting and capitalisation of assets associated with the CEO handover additional costs of CEO changeover and other capital works urgently required since the last meeting of Council.

Transfer from Account	Amount	Transfer to New Capital Account	Amount
E134014 – Hoover House Maintenance	\$ 18,000	CP2382 - Hoover House Oven	\$ 18,000
E142241 - Relief Staff CEO	\$119,880	CP2383 - New CEO Vehicle	\$119,880
E142241 - Relief Staff CEO	\$ 19,100	CP2384 -Tables & Chairs CEO Function	\$ 19,100
E142241 - Relief Staff CEO	\$ 65,000	CP2385 -11 Queen Victoria St Upgrade	\$ 65,000
E134042 - Small Projects Museum	\$ 15,000	CP2386-Hoover House Septic Upgrade	\$ 15,000

VOTING REQUIREMENT

Absolute Majority

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

COUNCIL DECISION

Moved: Cr RA Norrie

Seconded: Cr AE Taylor

That Council adopt the creation of new capital accounts as described in below table to enable correct accounting and capitalisation of assets associated with the CEO handover additional costs of CEO changeover and other capital works urgently required since the last meeting of Council.

Transfer from Account	Amount	Transfer to New Capital Account	Amount
E134014 – Hoover House Maintenance	\$ 18,000	CP2382 - Hoover House Oven	\$ 18,000
E142241 - Relief Staff CEO	\$119,880	CP2383 - New CEO Vehicle	\$119,880
E142241 - Relief Staff CEO	\$ 19,100	CP2384 -Tables & Chairs CEO Function	\$ 19,100
E142241 - Relief Staff CEO	\$ 65,000	CP2385 -11 Queen Victoria St Upgrade	\$ 65,000
E134042 - Small Projects Museum	\$ 15,000	CP2386-Hoover House Septic Upgrade	\$ 15,000

CARRIED BY ABSOLUTE MAJORITY (6 VOTES TO 0)

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

10.0 REPORTS

10.3 DEPUTY CHIEF EXECUTIVE OFFICER REPORTS

10.3.(A) MONTHLY FINANCIAL STATEMENTS - APRIL, 2023

SUBMISSION TO: Ordinary Council Meeting
Meeting Date: 16th May 2023

AGENDA REFERENCE: 10.3.(A) MAY 23

SUBJECT: Monthly Financial Statements - April, 2023

LOCATION/ADDRESS: Nil

NAME OF APPLICANT: Nil

FILE REFERENCE: Nil

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Lee-Anne Trevenen

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 2nd May 2023

SUPPORTING DOCUMENTS: 1. Monthly Financial Statements - April, 2023

BACKGROUND

In complying with the Local Government Financial Management Regulations 1996, a monthly statement of financial activity must be submitted to an Ordinary Council meeting within 2 months after the end of the month to which the statement relates. The statement of financial activity is a complex document but gives a complete overview of the “cash” financial position as at the end of each month. The statement of financial activity for each month must be adopted by Council and form part of the minutes.

It is understood that parts of the statement of financial activity have been submitted to Ordinary Council meetings previously. In reviewing the Regulations the complete statement of financial activity is to be submitted, along with the following reports that are not included in the statement.

Monthly Financial Statements for the month ended 30th April, 2023 consist of:

- (a) Compilation Report
- (b) Statement of Financial Activity – 30th April, 2023
- (c) Material Variances – 30th April, 2023

STATUTORY ENVIRONMENT

Part 4 — Financial reports— s. 6.4

34. Financial activity statement report – s. 6.4

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

34. (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
 - (b) budget estimates to the end of the month to which the statement relates;*
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) the net current assets at the end of the month to which the statement relates.*
34. (2) *Each statement of financial activity is to be accompanied by documents containing —*
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) such other supporting information as is considered relevant by the local government.*
34. (3) *The information in a statement of financial activity may be shown —*
- (a) according to nature and type classification; or*
 - (b) by program; or*
 - (c) by business unit.*
34. (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
 - (b) recorded in the minutes of the meeting at which it is presented.*
34. (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

POLICY IMPLICATIONS

There are no policy implications resulting from the recommendation of this report.

FINANCIAL IMPLICATIONS

There are no financial implications resulting from the recommendation of this report.

STRATEGIC IMPLICATIONS

There are no strategic implications resulting from the recommendation of this report.

RECOMMENDATIONS

That Council accept the Monthly Financial Statements for the month ended 30th April, 2023 consisting of:

- (a) Compilation Report
- (b) Statement of Financial Activity – 30th April, 2023
- (c) Material Variances – 30th April, 2023

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved: Cr AM Moore

Seconder: Cr RA Norrie

That Council accept the Monthly Financial Statements for the month ended 30th April, 2023 consisting of:

- (a) Compilation Report
- (b) Statement of Financial Activity – 30th April, 2023
- (c) Material Variances – 30th April, 2023

CARRIED (6 VOTES TO 0)



Moore Australia

Level 15, Exchange Tower,
2 The Esplanade, Perth, WA 6000
PO Box 5785, St Georges Terrace, WA
6831

T +61 8 9225 5355

F +61 8 9225 6181

www.moore-australia.com.au

10 May 2023

Mr Jim Epis
Chief Executive Officer
Shire of Leonora
PO Box 56
LEONORA WA 6438

Dear Jim

COMPILATION REPORT TO THE SHIRE OF LEONORA

We have compiled the accompanying local government financial report of the Shire of Leonora, which comprise the statement of financial activity (by nature or type), a summary of significant accounting policies and other explanatory notes for the period ending 30 April 2023. The monthly financial report has been compiled to meet compliance with the *Local Government Act 1995* and associated regulations.

THE RESPONSIBILITY OF THE SHIRE OF LEONORA

The Shire of Leonora are solely responsible for the information contained in the financial report and are responsible for the maintenance of an appropriate accounting system in accordance with the relevant legislation.

OUR RESPONSIBILITY

On the basis of information provided by the Shire of Leonora we have compiled the accompanying financial report in accordance with the requirements of the *Local Government Act 1995*, associated regulations and APES 315 *Compilation of Financial Information*.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Shire of Leonora provided, in compiling the financial report. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

The local government financial report was compiled exclusively for the benefit of the Shire of Leonora. We do not accept responsibility to any other person for the contents of the financial report.

Russell Barnes
Director

Moore Australia (WA) Pty Ltd

SHIRE OF LEONORA

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 April 2023

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of Financial Activity by Nature or Type	5
Basis of Preparation	6
Note 1 Statement of Financial Activity Information	7
Note 2 Cash and Financial Assets	8
Note 3 Receivables	9
Note 4 Other Current Assets	10
Note 5 Payables	11
Note 6 Disposal of Assets	12
Note 7 Capital Acquisitions	13
Note 8 Reserve Accounts	16
Note 9 Other Current Liabilities	17
Note 10 Operating grants and contributions	18
Note 11 Non operating grants and contributions	19
Note 12 Budget Amendments	20
Note 13 Explanation of Material Variances	22

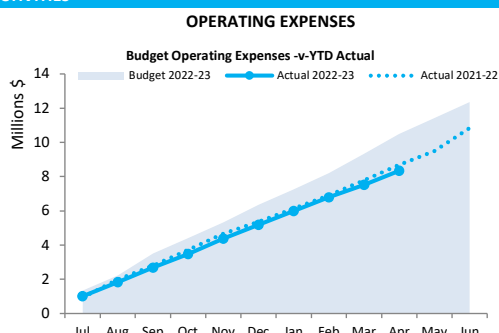
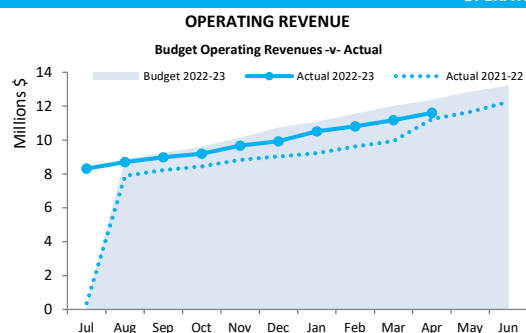
ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

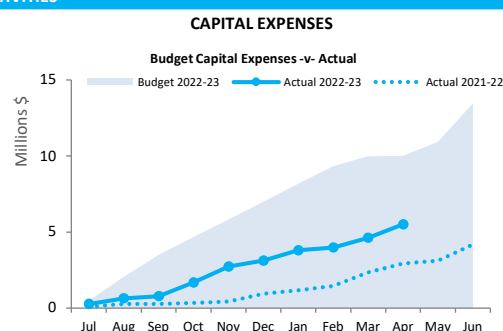
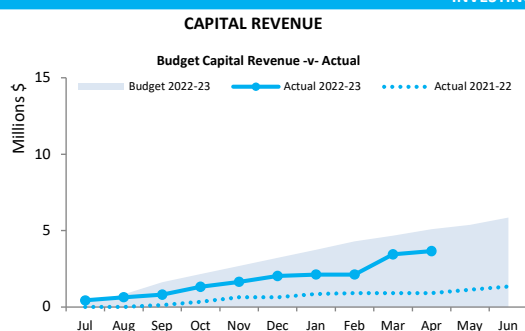
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2023

SUMMARY INFORMATION - GRAPHS

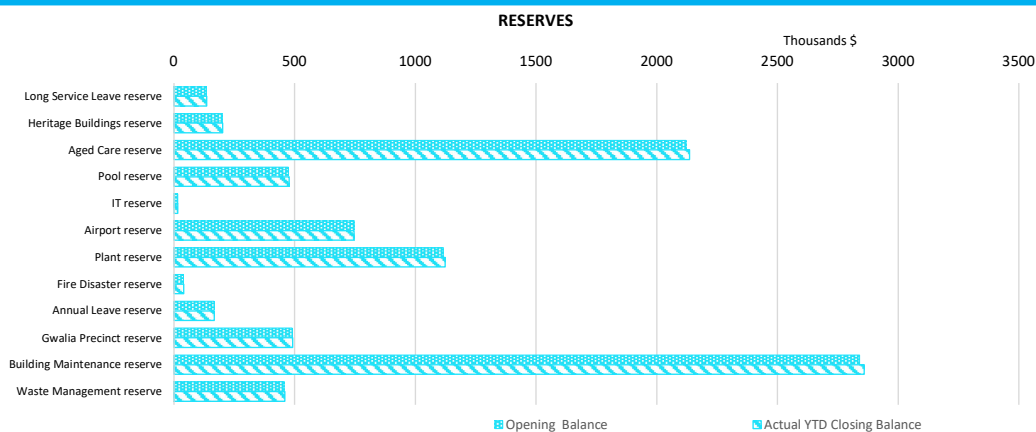
OPERATING ACTIVITIES



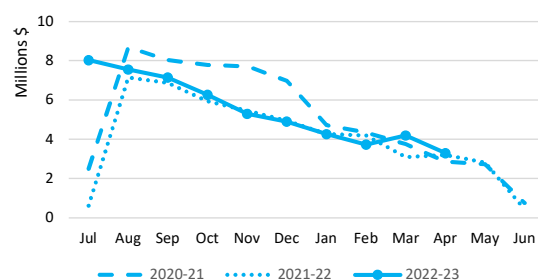
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

Please refer to the compilation report

SHIRE OF LEONORA | 2

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 APRIL 2023

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.28 M	\$0.28 M	\$0.28 M	\$0.00 M
Closing	\$0.00 M	(\$2.10 M)	\$3.29 M	\$5.39 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$11.02 M	% of total
Unrestricted Cash	\$2.16 M	19.6%
Restricted Cash	\$8.85 M	80.4%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.40 M	% Outstanding
Trade Payables	\$0.11 M	
0 to 30 Days		99.1%
Over 30 Days		0.9%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$1.74 M	% Collected
Rates Receivable	\$0.11 M	98.6%
Trade Receivable	\$1.74 M	% Outstanding
Over 30 Days		95.1%
Over 90 Days		0.8%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$2.70 M	\$3.41 M	\$4.91 M	\$1.51 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$7.78 M	% Variance
YTD Budget	\$7.79 M	(0.2%)

Refer to Statement of Financial Activity

Operating Grants and Contributions		
YTD Actual	\$1.35 M	% Variance
YTD Budget	\$2.24 M	(39.4%)

Refer to Note 10 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$2.14 M	% Variance
YTD Budget	\$2.05 M	4.1%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$7.38 M)	(\$5.78 M)	(\$1.85 M)	\$3.94 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Amended Budget	\$0.18 M	0.0%

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$5.50 M	% Spent
Amended Budget	\$13.23 M	41.6%

Refer to Note 7 - Capital Acquisitions

Capital Grants		
YTD Actual	\$3.64 M	% Received
Amended Budget	\$5.67 M	64.3%

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$4.40 M	\$0.00 M	(\$0.06 M)	(\$0.06 M)

Refer to Statement of Financial Activity

Reserves	
Reserves balance	\$8.85 M
Interest earned	\$0.06 M

Refer to Note 8 - Cash Reserves

This information is to be read in conjunction with the accompanying Financial Statements and notes.

Please refer to the compilation report

SHIRE OF LEONORA | 3

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 APRIL 2023**

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets. Excluding Land.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

Please refer to the compilation report

SHIRE OF LEONORA | 4

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

BY NATURE OR TYPE

	Ref	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	279,087	279,087	279,087	0	0.00%	
Revenue from operating activities							
Rates		7,818,083	7,793,371	7,778,561	(14,810)	(0.19%)	
Operating grants, subsidies and contributions	10	2,625,132	2,237,027	1,354,707	(882,320)	(39.44%)	▼
Fees and charges		2,441,398	2,052,866	2,136,194	83,328	4.06%	
Interest earnings		85,000	70,834	87,206	16,372	23.11%	▲
Other revenue		242,805	217,097	261,152	44,055	20.29%	▲
Profit on disposal of assets	6	7,300	0	0	0	0.00%	
		13,219,718	12,371,195	11,617,820	(753,375)	(6.09%)	
Expenditure from operating activities							
Employee costs		(4,490,462)	(3,779,515)	(2,971,906)	807,609	21.37%	▲
Materials and contracts		(4,910,875)	(4,198,193)	(3,081,196)	1,116,997	26.61%	▲
Utility charges		(450,250)	(375,208)	(290,352)	84,856	22.62%	▲
Depreciation on non-current assets		(1,834,984)	(1,529,162)	(1,642,285)	(113,123)	(7.40%)	
Insurance expenses		(324,912)	(324,912)	(306,566)	18,346	5.65%	
Other expenditure		(335,378)	(287,244)	(51,443)	235,801	82.09%	▲
		(12,346,861)	(10,494,234)	(8,343,748)	2,150,486	(20.49%)	
Non-cash amounts excluded from operating activities	1(a)	1,827,684	1,529,162	1,637,374	108,212	7.08%	
Amount attributable to operating activities		2,700,541	3,406,123	4,911,446	1,505,323	44.19%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	11	5,668,103	5,084,771	3,652,599	(1,432,172)	(28.17%)	▼
Proceeds from disposal of assets	6	180,000	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(13,227,731)	(10,867,528)	(5,499,244)	5,368,284	49.40%	▲
Amount attributable to investing activities		(7,379,628)	(5,782,757)	(1,846,645)	3,936,112	(68.07%)	
Financing Activities							
Transfer from reserves	8	4,400,000	0	0	0	0.00%	
Transfer to reserves	8	0	0	(55,151)	(55,151)	0.00%	▼
Amount attributable to financing activities		4,400,000	0	(55,151)	(55,151)	0.00%	
Closing funding surplus / (deficit)	1(c)	0	(2,097,547)	3,288,737	5,386,284	256.79%	

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 13 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2023**

BASIS OF PREPARATION

BASIS OF PREPARATION

This financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

SIGNIFICANT ACCOUNTING POLICIES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 09 May 2023

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(7,300)	0	0
Less: Movement in liabilities associated with restricted cash		0	0	(4,911)
Add: Depreciation on assets		1,834,984	1,529,162	1,642,285
Total non-cash items excluded from operating activities		1,827,684	1,529,162	1,637,374

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 30 April 2023
Adjustments to net current assets				
Less: Reserves - restricted cash	8	(4,397,221)	(8,797,221)	(8,852,372)
Add: Provisions employee related provisions	9	300,043	300,042	295,131
Total adjustments to net current assets		(4,097,178)	(8,497,179)	(8,557,241)

(c) Net current assets used in the Statement of Financial Activity

Current assets

Cash and cash equivalents	2	4,493,244	11,076,288	11,017,232
Rates receivables	3	107,031	107,031	107,100
Receivables	3	452,568	492,228	1,739,045
Other current assets	4	71,829	71,829	58,030

Less: Current liabilities

Payables	5	(710,256)	(560,406)	(401,281)
Contract liabilities	9	0	(2,110,015)	(373,459)
Provisions	9	(317,238)	(300,689)	(300,689)

Less: Total adjustments to net current assets	1(b)	(4,097,178)	(8,497,179)	(8,557,241)
--	-------------	--------------------	--------------------	--------------------

Closing funding surplus / (deficit)		0	279,087	3,288,737
--	--	----------	----------------	------------------

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES NOTE 2 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal	Cash and cash equivalents	2,163,580	0	2,163,580	0	NAB	Variable	Nil
Trust	Cash and cash equivalents	10	0	10	0	NAB	Nil	Nil
Cash on hand	Cash and cash equivalents	1,270	0	1,270	0	Cash on hand	Nil	Nil
Reserves	Cash and cash equivalents	0	8,852,372	8,852,372	0	NAB	Variable	Nil
Total		2,164,860	8,852,372	11,017,232	0			
Comprising								
Cash and cash equivalents		2,164,860	8,852,372	11,017,232	0			
		2,164,860	8,852,372	11,017,232	0			

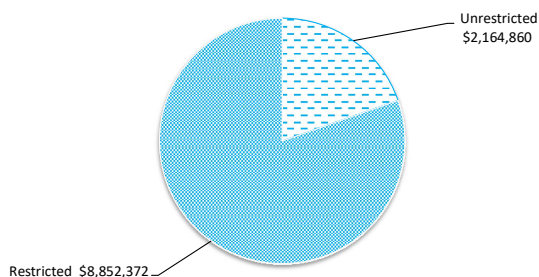
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Please refer to the compilation report

SHIRE OF LEONORA | 8

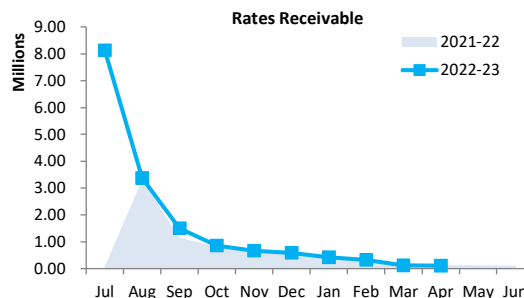
ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 June 2022	30 Apr 2023
	\$	\$
Opening rates arrears	100,035	107,031
Levied	7,005,810	7,778,561
Less - collections	(6,998,814)	(7,778,492)
Net rates receivable	107,031	107,100
% Collected	98.5%	98.6%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	80,889	1,403,043	142,044	13,441	1,639,417
Percentage	0.0%	4.9%	85.6%	8.7%	0.8%	
Balance per trial balance						
Sundry receivable						1,639,417
GST receivable						99,628
Total receivables general outstanding						1,739,045

Amounts shown above include GST (where applicable)

KEY INFORMATION

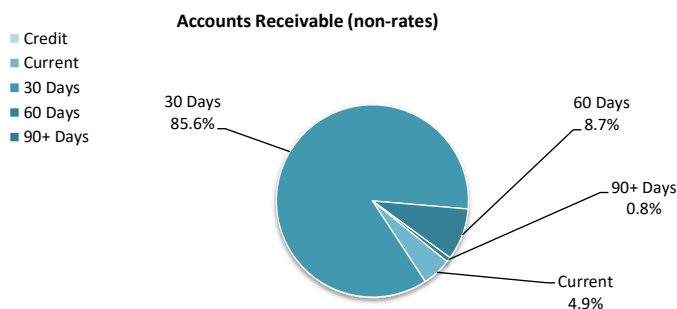
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



Please refer to the compilation report

SHIRE OF LEONORA | 9

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES
 NOTE 4
 OTHER CURRENT ASSETS

	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 30 April 2023
Other current assets	\$	\$	\$	\$
Inventory				
Fuel	71,829	324,177	(337,976)	58,030
Total other current assets	71,829	324,177	(337,976)	58,030

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES
 NOTE 5
 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(177)	107,274	937	0	0	108,034
Percentage	-0.2%	99.3%	0.9%	0%	0%	
Balance per trial balance						
Sundry creditors						108,034
ATO liabilities						109,058
Other payables						11,450
Credit card						15,803
Prepaid rates						6,936
Bonds and deposits held						150,000
Total payables general outstanding						401,281
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

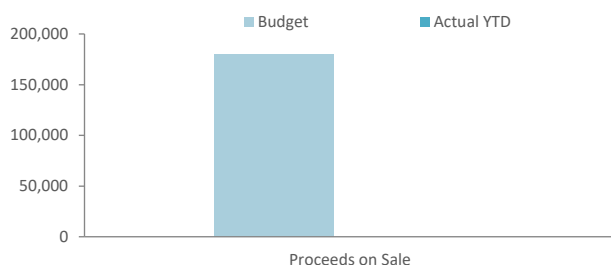
ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES
 NOTE 6
 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Buildings								
249	35 Hoover Street Leonora	144,000	150,000	6,000	0	0	0	0	0
	Plant and equipment								
	Transport								
660	Holden Colorado space	28,700	30,000	1,300	0	0	0	0	0
		172,700	180,000	7,300	0	0	0	0	0



Please refer to the compilation report

SHIRE OF LEONORA | 12

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS

	Budget	Amended YTD Budget	YTD Actual	YTD Actual Variance
Capital acquisitions	\$	\$	\$	\$
Land and Buildings	6,663,698	5,555,031	3,003,801	(2,551,230)
Plant and equipment	373,200	147,000	256,163	109,163
Infrastructure - roads	3,683,603	3,069,669	1,253,486	(1,816,183)
Infrastructure - improvements & infrastructure	2,507,230	2,095,828	985,794	(1,110,034)
Payments for Capital Acquisitions	13,227,731	10,867,528	5,499,244	(5,368,284)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	5,668,103	5,084,771	3,642,245	(1,442,526)
Other (disposals & C/Fwd)	180,000	0	0	0
Cash backed reserves				
Aged Care reserve	2,000,000	0	0	0
Pool reserve	300,000	0	0	0
Plant reserve	900,000	0	0	0
Building Maintenance reserve	1,200,000	0	0	0
Contribution - operations	2,979,628	5,782,757	1,856,999	(3,925,758)
Capital funding total	13,227,731	10,867,528	5,499,244	(5,368,284)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

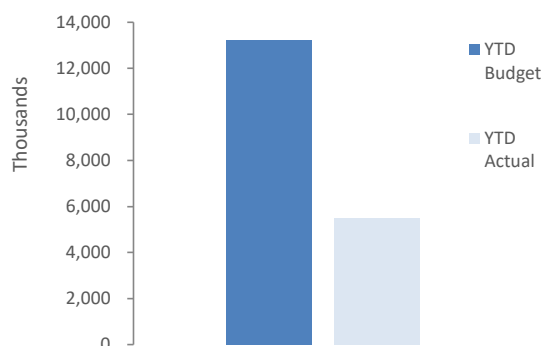
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Please refer to the compilation report

Payments for Capital Acquisitions



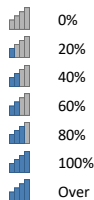
ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

		Amended			
Account Description		Budget	YTD Budget	YTD Actual	Variance (Under)/Over
		\$	\$	\$	\$
Land and Buildings					
CP2378	Lot 252 (22) Queen Victoria Street	11,698	11,698	10,877	(821)
CP2306	1 QV Bathrms/wet areas, int paint & flooring	30,000	25,000	0	(25,000)
CP2308	Leonora Early Learning Centre Toilets	50,000	41,667	0	(41,667)
CP2309	CEO's House	750,000	625,000	14,815	(610,185)
CP2310	13 FitzGerald Street Enclose Outdoor Area	40,000	33,333	19,802	(13,531)
CP2311	11A Walton Street Front Fence & Shed	25,000	20,833	6,627	(14,206)
CP2312	11B Walton Street Front Fence & Shed	25,000	20,833	6,285	(14,548)
CP2315	40A Hoover Street Kitchen, Bathroom & Shed	35,000	29,167	0	(29,167)
CP2316	40B Hoover Street Kitchen, Bathroom & Shed	35,000	29,167	0	(29,167)
CP2317	11 Queen Vic - back verandah/patio enclose	0	0	230	230
CP2318	26 Queen Vic - Carport	25,000	20,833	403	(20,430)
CP2319	51 Gwalia - Carport	25,000	20,833	12,292	(8,541)
CP2320	Cohen - Retaining Wall, fence & Shed	40,000	33,333	230	(33,103)
CP2313	Transportable Accommodation 3brd x 3 bthrm	190,000	158,333	65,362	(92,971)
CP2321	Aged Care Village	5,362,000	4,468,333	2,866,878	(1,601,455)
CP2368	Archival Room, Gwalia Compactus	20,000	16,667	0	(16,667)
Total Land and Buildings		6,663,698	5,555,031	3,003,801	(2,551,230)
Plant and Equipment					
CP2303	CCTV Trailer	22,000	22,000	18,152	(3,848)
CP2326	10 x Skip Bins	35,000	35,000	39,029	4,029
CP2343	Town Water Cart	72,000	0	0	0
CP2345	Small Tipper 3 Tonne - Townsite	20,000	0	0	0
CP2346	Trailer (Tipping) - Town Crew	53,000	0	0	0
CP2347	Trailer Sub Pump, hydraulic	5,600	0	0	0
CP2364	RADS Grant - Airport Framework	50,000	0	0	0
CP2375	Coffee Machine Hoover House	20,000	0	0	0
CP2379	CCTV Waste Site	5,600	0	0	0
CP2380	Toyota Landcruiser Wagon (CEO)	0	0	108,982	108,982
CP2376	Toyota Landcruiser Ute/side drill rig/Tamden Trailer with compressor	90,000	90,000	90,000	0
Total Plant and Equipment		373,200	147,000	256,163	109,163

Please refer to the compilation report

SHIRE OF LEONORA | 14

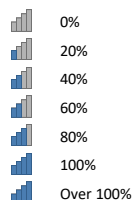
ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

			Amended		Variance
Account Description			Budget	YTD Budget	(Under)/Over
			\$	\$	\$
Infrastructure Other					
IO30003	Standpipe - Electric Monitor		8,817	8,817	8,817
CP2301	Upgrade of CCTV System (Asset No I43)		45,871	38,226	5,108
CP2302	Upgrade of CCTV System Shire Depot		30,000	30,000	35,917
CP2325	Town Planning Development		500,000	416,667	0
CP2327	Masonic Hall Perimetre Fence		30,000	25,000	0
CP2328	Barnes Federal Theatre Perimetre Fence		20,000	16,667	0
CP2329	Swimming Pool Retiling		1,148,100	956,750	419,666
CP2330	Multi-Purpose Court Upgrade plus LED Lights		124,415	103,679	0
CP2332	Small Childrens Swing Set Yungakapi Park		5,000	4,167	0
CP2353	Fencing - Shire Common		25,000	20,833	0
CP2354	Footpaths (Concrete)		110,000	91,667	139,055
CP2357	Carport Depot		58,000	48,333	4,079
CP2358	Re-line Shed Depot		0	0	460
CP2359	Fuel Storage Unit - Self Bunded Depot		80,000	66,667	69,900
CP2363	Airport Fencing - RADS		248,027	206,689	302,792
CP2377	Airport Waiting Room		50,000	41,667	0
CP2378	Solar Bore		18,000	15,000	0
CP2374	Antennae Internet		6,000	5,000	0
Total Infrastructure Other			2,507,230	2,095,828	985,794
Infrastructure Roads					
CP2349	Old Agnew SLK 21.00 to SLK 41.00		1,250,000	1,041,667	1,253,486
CP2350	Town RAV Network R2R		1,755,603	1,463,003	0
CP2351	Agnew Lake Miranda		678,000	565,000	0
Total Infrastructure Roads			3,683,603	3,069,669	1,253,486
Grand Total			13,227,731	10,867,528	5,499,244

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES
NOTE 8
RESERVE ACCOUNTS

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Long Service Leave reserve	134,623	0	924	0	0	0	0	134,623	135,547
Heritage Buildings reserve	200,041	0	1,373	0	0	0	0	200,041	201,414
Aged Care reserve	2,121,478	0	14,560	0	0	(2,000,000)	0	121,478	2,136,038
Pool reserve	474,036	0	3,253	0	0	(300,000)	0	174,036	477,289
IT reserve	15,000	0	0	0	0	0	0	15,000	15,000
Airport reserve	746,453	0	0	0	0	0	0	746,453	746,453
Plant reserve	1,115,615	0	7,657	0	0	(900,000)	0	215,615	1,123,272
Fire Disaster reserve	39,940	0	274	0	0	0	0	39,940	40,214
Annual Leave reserve	165,420	0	1,135	0	0	0	0	165,420	166,555
Gwalia Precinct reserve	488,875	0	3,355	0	0	0	0	488,875	492,230
Building Maintenance reserve	2,839,603	0	19,489	0	0	(1,200,000)	0	1,639,603	2,859,092
Waste Management reserve	456,137	0	3,131	0	0	0	0	456,137	459,268
	8,797,221	0	55,151	0	0	(4,400,000)	0	4,397,221	8,852,372

Please refer to the compilation report

SHIRE OF LEONORA | 16

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023OPERATING ACTIVITIES
NOTE 9
OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 April 2023
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		348,746	0	341,865	(435,782)	254,829
- Capital grant/contribution liabilities		1,761,269	0	48,715	(1,691,354)	118,630
Total other liabilities		2,110,015	0	390,580	(2,127,136)	373,459
Employee Related Provisions						
Annual leave		172,113	0	0	0	172,113
Long service leave		128,576	0	0	0	128,576
Total Employee Related Provisions		300,689	0	0	0	300,689
Total other current liabilities		2,410,704	0	390,580	(2,127,136)	674,148

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 10 and 11

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

NOTE 10

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD
	1 July 2022	Liability	Liability	30 Apr 2023	Liability	Budget	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
Grant - Equalisation	0	0	0	0	0	338,132	253,599	129,731
Grant - Roads (Untied)	0	0	0	0	0	230,160	172,620	128,717
Law, order, public safety								
Operational Grant - Bush Fire	0	0	0	0	0	2,682	2,682	2,700
Road Safety Program	0	0	0	0	0	4,800	4,800	4,800
Education and welfare								
Grant- Sustainability Child Care	0	0	0	0	0	68,107	68,107	68,107
Childcare Grants (Misc)	0	0	0	0	0	15,500	12,918	0
Youth Support DCP Grant	0	37,698	(37,698)	0	0	75,001	62,501	76,702
Youth Program Grants	0	0	0	0	0	5,500	4,584	0
LGA Suicide Prevent Grant	35,000	0	(35,000)	0	0	35,000	29,168	35,000
Recreation and culture								
National Australia Day Grant	0	0	0	0	0	20,000	20,000	16,000
Other grants - Various	0	0	0	0	0	115,000	95,834	0
CDC Services Grant	313,746	84,546	(166,424)	231,868	231,868	623,395	519,497	166,424
Indue Agreement	0	101,918	(101,918)	0	0	129,137	107,615	101,918
Other Grant Funding	0	0	0	0	0	3,000	2,500	0
Nyunnga-Ku Womens Group	0	0	0	0	0	0	0	5,000
Grant CRC Services	0	117,703	(94,742)	22,961	22,961	113,690	94,742	94,742
Local Partners Trans 2021-9085	0	0	0	0	0	0	0	68,118
Transport								
Contrib. - Street Lights	0	0	0	0	0	3,699	3,699	8,786
Grants - MRWA Direct	0	0	0	0	0	183,302	183,302	183,302
RADS Grant - Airport Framework	0	0	0	0	0	50,000	50,000	0
RADS Grant - Security Fencing	0	0	0	0	0	248,027	248,027	244,660
Economic services								
Cactus Eradication	0	0	0	0	0	50,000	41,666	0
Gwalia Historical Precinct other grant	0	0	0	0	0	120,000	100,000	0
Leonora Golden Gift Sponsorship	0	0	0	0	0	125,000	104,166	0
Leonora Golden Gift Grant	0	0	0	0	0	66,000	55,000	20,000
	348,746	341,865	(435,782)	254,829	254,829	2,625,132	2,237,027	1,354,707

Please refer to the compilation report

SHIRE OF LEONORA | 18

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

NOTE 11
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Apr 2023	Current Liability 30 Apr 2023	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
General purpose funding								
Grant-Infra(COVID) Yingkapayi Playground	0	0	0	0	0	100,117	100,117	66,745
Grant-Infra(COVID) Yingkapayi Playground	0	0	0	0	0	25,042	25,042	0
Grant-Infra(COVID) Public Toilets Townsite	0	0	0	0	0	15,000	15,000	0
Grant-Infra(COVID) Malcolm Dam Facility Upgrade	0	0	0	0	0	4,000	4,000	0
Housing								
Ageing in Place	1,335,354	0	(1,335,354)	0	0	3,500,000	2,916,668	2,535,354
Recreation and culture								
ACA Grant - Indoor Cricket Net	0	0	0	0	0	1,000	1,000	0
Swimming Pool - LRCI Phase 3 Grant	325,915	30,085	(356,000)	0	0	880,830	880,830	450,500
Multi-Purpose Courts Tower Street	100,000	0	0	100,000	100,000	138,516	138,516	0
Transport								
Grant - Roads to Recovery	0	0	0	0	0	403,598	403,598	0
RRG Funding-Grant	0	0	0	0	0	600,000	600,000	600,000
Economic services								
Local Government Heritage Consultancy Grant	0	18,630	0	18,630	18,630	0	0	0
	1,761,269	48,715	(1,691,354)	118,630	118,630	5,668,103	5,084,771	3,652,599

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023NOTE 12
BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Budget adoption						0
Opening Surplus(Deficit)		Opening Surplus(Deficit)		87,213		87,213
CP2376 Toyota Landcruiser Ute/side drill rig/Tamden Trailer with compressor	10.2.(A) NOV 22	Capital Expenses	0	0	(90,000)	(2,787)
E080007 - Childcare Superannuation	13.2.(A) 21/03/2023	Non Cash Item	35,000	0	0	(2,787)
E080007 - Childcare Superannuation	13.2.(A) 21/03/2023	Non Cash Item	(35,000)	0	0	(2,787)
E133010 - Salaries - Building Control	13.2.(A) 21/03/2023	Non Cash Item	78,750	0	0	(2,787)
E133010 - Salaries - Building Control	13.2.(A) 21/03/2023	Non Cash Item	(78,750)	0	0	(2,787)
E135001 - Info Centre Wages	13.2.(A) 21/03/2023	Non Cash Item	32,000	0	0	(2,787)
E135001 - Info Centre Wages	13.2.(A) 21/03/2023	Non Cash Item	(32,000)	0	0	(2,787)
E142012 - Annual Leave - Admin.	13.2.(A) 21/03/2023	Non Cash Item	100,000	0	0	(2,787)
E142012 - Annual Leave - Admin.	13.2.(A) 21/03/2023	Non Cash Item	(100,000)	0	0	(2,787)
E143030 - Sick & Holiday	13.2.(A) 21/03/2023	Non Cash Item	147,000	0	0	(2,787)
E143030 - Sick & Holiday	13.2.(A) 21/03/2023	Non Cash Item	(147,000)	0	0	(2,787)
E143031 - Location allowance	13.2.(A) 21/03/2023	Non Cash Item	16,000	0	0	(2,787)
E143031 - Location allowance	13.2.(A) 21/03/2023	Non Cash Item	(16,000)	0	0	(2,787)
E143033 - Camp allowance	13.2.(A) 21/03/2023	Non Cash Item	500	0	0	(2,787)
E143033 - Camp allowance	13.2.(A) 21/03/2023	Non Cash Item	(500)	0	0	(2,787)
E143032 - Industry allowance	13.2.(A) 21/03/2023	Non Cash Item	15,000	0	0	(2,787)
E143032 - Industry allowance	13.2.(A) 21/03/2023	Non Cash Item	(15,000)	0	0	(2,787)
E143010 - Supervision - Allocated	13.2.(A) 21/03/2023	Non Cash Item	45,000	0	0	(2,787)
E143010 - Supervision - Allocated	13.2.(A) 21/03/2023	Non Cash Item	(45,000)	0	0	(2,787)
E143020 - Engineering Expenses	13.2.(A) 21/03/2023	Non Cash Item	80,000	0	0	(2,787)
E143020 - Engineering Expenses	13.2.(A) 21/03/2023	Non Cash Item	(80,000)	0	0	(2,787)
E122040 - Roadworks - Maintenance	13.2.(A) 21/03/2023	Non Cash Item	798,506	0	0	(2,787)
E122040 - Roadworks - Maintenance	13.2.(A) 21/03/2023	Non Cash Item	(798,506)	0	0	(2,787)
E122043 - Road Maintenance - Bush Gra	13.2.(A) 21/03/2023	Non Cash Item	167,542	0	0	(2,787)
E122043 - Road Maintenance - Bush Gra	13.2.(A) 21/03/2023	Non Cash Item	(167,542)	0	0	(2,787)
E122160 - Street cleaning	13.2.(A) 21/03/2023	Non Cash Item	159,100	0	0	(2,787)
E122160 - Street cleaning	13.2.(A) 21/03/2023	Non Cash Item	(159,100)	0	0	(2,787)
E122180 - Street trees & watering	13.2.(A) 21/03/2023	Non Cash Item	50,400	0	0	(2,787)
E122180 - Street trees & watering	13.2.(A) 21/03/2023	Non Cash Item	(50,400)	0	0	(2,787)
E126010 - Aerodrome maintenance	13.2.(A) 21/03/2023	Non Cash Item	92,500	0	0	(2,787)
E126010 - Aerodrome maintenance	13.2.(A) 21/03/2023	Non Cash Item	(92,500)	0	0	(2,787)
E134015 - Gardens & Grounds Maintenance	13.2.(A) 21/03/2023	Non Cash Item	16,450	0	0	(2,787)
E134015 - Gardens & Grounds Maintenance	13.2.(A) 21/03/2023	Non Cash Item	(16,450)	0	0	(2,787)
E041026 - Councillors Training	13.2.(A) 21/03/2023	Non Cash Item	12,500	0	0	(2,787)
E041026 - Councillors Training	13.2.(A) 21/03/2023	Non Cash Item	(12,500)	0	0	(2,787)
E041020 - Councillors Travelling	13.2.(A) 21/03/2023	Non Cash Item	12,000	0	0	(2,787)
E041020 - Councillors Travelling	13.2.(A) 21/03/2023	Non Cash Item	(12,000)	0	0	(2,787)
E041183 - Donations	13.2.(A) 21/03/2023	Non Cash Item	50,000	0	0	(2,787)
E041183 - Donations	13.2.(A) 21/03/2023	Non Cash Item	(50,000)	0	0	(2,787)
E074070 - Donation	13.2.(A) 21/03/2023	Non Cash Item	40,000	0	0	(2,787)
E074070 - Donation	13.2.(A) 21/03/2023	Non Cash Item	(40,000)	0	0	(2,787)
E118008 - Oval Complex Utilities	13.2.(A) 21/03/2023	Non Cash Item	1,200	0	0	(2,787)
E118008 - Oval Complex Utilities	13.2.(A) 21/03/2023	Non Cash Item	(1,200)	0	0	(2,787)
E126010 - Aerodrome maintenance	13.2.(A) 21/03/2023	Non Cash Item	6,250	0	0	(2,787)
E126010 - Aerodrome maintenance	13.2.(A) 21/03/2023	Non Cash Item	(6,250)	0	0	(2,787)
E030010 Valuation Expenses	13.2.(A) 21/03/2023	Operating Expenses	0	11,000	0	8,213
E041030 Councillors travelling	13.2.(A) 21/03/2023	Operating Expenses	0	10,000	0	18,213
E041183 Donations	13.2.(A) 21/03/2023	Operating Expenses	0	0	(100,000)	(81,787)
E053420 Road Safety Program Grant	13.2.(A) 21/03/2023	Operating Expenses	0	0	(4,800)	(86,587)
E091456 Property Management Services	13.2.(A) 21/03/2023	Operating Expenses	0	60,000	0	(26,587)
E107044 Radioactive Waste Storage Consult	13.2.(A) 21/03/2023	Operating Expenses	0	0	(12,123)	(38,710)
E113092 Swimming Pool Maintenance	13.2.(A) 21/03/2023	Operating Expenses	0	60,000	0	21,290
E132079 Tourism Development & Publications	13.2.(A) 21/03/2023	Operating Expenses	0	0	(36,400)	(15,110)
E133050 BCITF Levy	13.2.(A) 21/03/2023	Operating Expenses	0	0	(73,000)	(88,110)
E134049 Archive Record Keeping Gwalia	13.2.(A) 21/03/2023	Operating Expenses	0	50,000	0	(38,110)
E139002 Agnew Hotel Interpretation Project	13.2.(A) 21/03/2023	Operating Expenses	0	40,000	0	1,890
E139010 Leonora Museum Interpretive Plan	13.2.(A) 21/03/2023	Operating Expenses	0	30,000	0	31,890
E142030 Insurance increase	13.2.(A) 21/03/2023	Operating Expenses	0	0	(13,000)	18,890
E142182 Senior Staff Rec. Expenses	13.2.(A) 21/03/2023	Operating Expenses	0	3,250	0	22,140
I030008 Rates Additional GRV	13.2.(A) 21/03/2023	Operating Revenue	0	43,056	0	65,196
I030023 Interest revenue - Municipal	13.2.(A) 21/03/2023	Operating Revenue	0	26,000	0	91,196
I030022 Interest revenue - Reserves	13.2.(A) 21/03/2023	Operating Revenue	0	51,000	0	142,196
I053406 Road Safety Program Grant	13.2.(A) 21/03/2023	Operating Revenue	0	4,800	0	146,996
I103431 Liquid Waste	13.2.(A) 21/03/2023	Operating Revenue	0	52,000	0	198,996
I114450 Hall Hire	13.2.(A) 21/03/2023	Operating Revenue	0	0	(8,000)	190,996
I114465 Swimming Pool Charges	13.2.(A) 21/03/2023	Operating Revenue	0	0	(17,000)	173,996
I122200 Grant MWRA additional	13.2.(A) 21/03/2023	Operating Revenue	0	3,860	0	177,856
CP2375 Coffee Machine Hoover House	13.2.(A) 21/03/2023	Capital Expenses	0	0	(20,000)	157,856
CP2377 Airport Waiting Room	13.2.(A) 21/03/2023	Capital Expenses	0	0	(50,000)	107,856
CP2378 Solar Bore	13.2.(A) 21/03/2023	Capital Expenses	0	0	(18,000)	89,856
CP2379 CCTV Waste Site	13.2.(A) 21/03/2023	Capital Expenses	0	0	(5,600)	84,256
CP2380 22 Queen Victoria Street	13.2.(A) 21/03/2023	Capital Expenses	0	0	(11,698)	72,558
CP2310 13 Fitzgerald Drive Enclose outdoor-extend west verandah	13.2.(A) 21/03/2023	Capital Expenses	0	20,000	0	92,558
CP2317 11 Queen Vic - back verandah/patio enclosure	13.2.(A) 21/03/2023	Capital Expenses	0	20,000	0	112,558
CP2321 Masonic Hall Perimeter Fence	13.2.(A) 21/03/2023	Capital Expenses	0	0	(10,000)	102,558
CP2327 Masonic Hall Perimeter Fence	13.2.(A) 21/03/2023	Capital Expenses	0	0	(10,000)	92,558
CP2328 Barnes Federal Theatre Perimeter Fence	13.2.(A) 21/03/2023	Capital Expenses	0	0	(10,000)	82,558

SHIRF OF I FONORA I 20

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 APRIL 2023

NOTE 12
BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
CP2329 Swimming Pool Retiling - Upgrade	13.2.(A) 21/03/2023	Capital Expenses	0	0	(100,000)	(17,442)
CP2346 Trailer Tipping - Town Crew	13.2.(A) 21/03/2023	Capital Expenses	0	0	(53,000)	(70,442)
CP2347 Trailer Sub Pump, hydraulic	13.2.(A) 21/03/2023	Capital Expenses	0	18,000	(5,600)	(58,042)
CP2351 Agnew-Lake Miranda Road	13.2.(A) 21/03/2023	Capital Expenses	0	0	(38,000)	(96,042)
CP2355 Electric Security Gates-Depot (Airport Style)	13.2.(A) 21/03/2023	Capital Expenses	0	25,000	0	(71,042)
CP2357 Carport - Depot	13.2.(A) 21/03/2023	Capital Expenses	0	0	(24,000)	(95,042)
CP2358 Reline Shed- Depot	13.2.(A) 21/03/2023	Capital Expenses	0	34,000	0	(61,042)
CP2359 Fuel Storage Unit - Self bunded - Depot	13.2.(A) 21/03/2023	Capital Expenses	0	0	(13,000)	(74,042)
CP2379 Standpipe - Electronic Monitor	13.2.(A) 21/03/2023	Capital Expenses	0	0	(8,817)	(82,859)
CP2349 Old Agnew Road	13.2.(A) 21/03/2023	Capital Expenses	0	0	(350,000)	(432,859)
CP2331 Oval Lights LED	13.2.(A) 21/03/2023	Capital Expenses	0	5,000	0	(427,859)
CP2305 Toyota Hilux Dual Cab (Health Officer)	13.2.(A) 21/03/2023	Capital Expenses	0	52,000	0	(375,859)
CP2307 Doctor Vehicle Kluger 2WD Petrol Wagon	13.2.(A) 21/03/2023	Capital Expenses	0	54,255	0	(321,604)
CP2337 Prime Mover - water cart truck	13.2.(A) 21/03/2023	Capital Expenses	0	300,000	0	(21,604)
CP2339 Grader Driver's Vehicle (Ranger)	13.2.(A) 21/03/2023	Capital Expenses	0	62,000	0	40,396
CP2340 Toyota Hilux dual Cab 4WD (WS)	13.2.(A) 21/03/2023	Capital Expenses	0	52,000	0	92,396
CP2341 Toyota Hilux dual Cab 4WD (P & G)	13.2.(A) 21/03/2023	Capital Expenses	0	52,000	0	144,396
CP2342 Ranger 4WD Dual Cab Trade-in \$'s reqd	13.2.(A) 21/03/2023	Capital Expenses	0	62,000	0	206,396
CP2346 Trailer (Tipping) - Town Crew	13.2.(A) 21/03/2023	Capital Expenses	0	14,000	0	220,396
CP2362 Reporting Officer's Vehicle	13.2.(A) 21/03/2023	Capital Expenses	0	69,205	0	289,601
CP2369 Toyota Hilux dual Cab 4WD (M)	13.2.(A) 21/03/2023	Capital Expenses	0	65,254	0	354,855
CP2370 MWS's Vehicle	13.2.(A) 21/03/2023	Capital Expenses	0	73,000	0	427,855
CP2372 DCEO Vehicle	13.2.(A) 21/03/2023	Capital Expenses	0	75,225	0	503,080
CP2373 Admin Spare Kluger	13.2.(A) 21/03/2023	Capital Expenses	0	30,000	0	533,080
CP2336 Grader John Deere 670G	13.2.(A) 21/03/2023	Capital Expenses	0	495,000	0	1,028,080
CP2309 CEO House additional	13.2.(A) 21/03/2023	Capital Expenses	0	0	(249,780)	778,300
E082007 - Youth Services Building Maint	13.2.(A) 21/03/2023	Operating Expenses	0	0	(3,000)	775,300
E091033 - Mtce - Lot 1142 Walton (South)	13.2.(A) 21/03/2023	Operating Expenses	0	0	(2,500)	772,800
E091035 - Mtce - Lot 240 Hoover St	13.2.(A) 21/03/2023	Operating Expenses	0	0	(3,500)	769,300
E091036 - Mtce - Lot 1142 Walton (North)	13.2.(A) 21/03/2023	Operating Expenses	0	0	(5,000)	764,300
E091037 - Mtce - Lot 137A Hoover South	13.2.(A) 21/03/2023	Operating Expenses	0	0	(2,500)	761,800
E091038 - Mtce - Lot 137B Hoover North	13.2.(A) 21/03/2023	Operating Expenses	0	0	(2,000)	759,800
E091039 - Mtce - Lot 289 Queen Victoria	13.2.(A) 21/03/2023	Operating Expenses	0	0	(8,000)	751,800
E091040 - Mtce - Lot 229 Hoover	13.2.(A) 21/03/2023	Operating Expenses	0	0	(9,500)	742,300
E091045 - Mtce - Lot 792 Cohen Street	13.2.(A) 21/03/2023	Operating Expenses	0	0	(4,000)	738,300
E091046 - Mtce - Lot 250 Queen Victoria	13.2.(A) 21/03/2023	Operating Expenses	0	0	(7,000)	731,300
E091452 - 1260 Fitzgerald Street	13.2.(A) 21/03/2023	Operating Expenses	0	0	(8,000)	723,300
E091455 - Lot 144 Gwalla Street	13.2.(A) 21/03/2023	Operating Expenses	0	0	(7,500)	715,800
E092303 - Mtce - Lot 1261 Stuart Street	13.2.(A) 21/03/2023	Operating Expenses	0	0	(500)	715,300
E092302 - Mtce - Lot 1262 Stuart Street	13.2.(A) 21/03/2023	Operating Expenses	0	0	(500)	714,800
E092301 - Mtce - Lot 1263 Stuart Street	13.2.(A) 21/03/2023	Operating Expenses	0	0	(500)	714,300
E092300 - Mtce - Lot 1264 Stuart Street	13.2.(A) 21/03/2023	Operating Expenses	0	0	(500)	713,800
E091048 - Mtce - Lot 294 Queen Victoria	13.2.(A) 21/03/2023	Operating Expenses	0	0	(4,000)	709,800
E107030 - Cemeteries - Leonora	13.2.(A) 21/03/2023	Operating Expenses	0	0	(1,000)	708,800
E107040 - Public Toilets-Cemetery	13.2.(A) 21/03/2023	Operating Expenses	0	0	(8,000)	700,800
E107041 - Sale of Indust. Blocks (Costs)	13.2.(A) 21/03/2023	Operating Expenses	0	0	(3,000)	697,800
E113030 - Parks & gardens	13.2.(A) 21/03/2023	Operating Expenses	0	0	(20,000)	677,800
E113051 - Skatepark Mtce	13.2.(A) 21/03/2023	Operating Expenses	0	0	(700)	677,100
E113070 - Oval	13.2.(A) 21/03/2023	Operating Expenses	0	0	(23,000)	654,100
E113092 - Swimming Pool Mtce	13.2.(A) 21/03/2023	Operating Expenses	0	0	(28,000)	626,100
E114300 - Tennis Courts	13.2.(A) 21/03/2023	Operating Expenses	0	0	(1,000)	625,100
E115040 - TV & Radio Maintenance	13.2.(A) 21/03/2023	Operating Expenses	0	0	(7,000)	618,100
E122120 - Depot maintenance	13.2.(A) 21/03/2023	Operating Expenses	0	0	(25,000)	593,100
E126010 - Aerodrome maintenance	13.2.(A) 21/03/2023	Operating Expenses	0	0	(8,000)	585,100
E132042 - Tourist Information Bay	13.2.(A) 21/03/2023	Operating Expenses	0	0	(4,500)	580,600
E082005 Youth Services Telephone	13.2.(A) 21/03/2023	Non Cash Item	1,000	0	0	580,600
E082005 Youth Services Telephone	13.2.(A) 21/03/2023	Non Cash Item	(1,000)	0	0	580,600
Profit on asset disposals	13.2.(A) 21/03/2023	Non Cash Item	(17,453)	0	0	580,600
Loss on asset disposals	13.2.(A) 21/03/2023	Non Cash Item	59,968	0	0	580,600
Proceeds from disposal of assets	13.2.(A) 21/03/2023	Capital Revenue	0	0	(580,600)	0
CP2309 CEO House additional	10.3.(C) 18/04/2023	Capital Expenses	0	249,780	0	249,780
E142241 - Relief Staff CEO	10.3.(C) 18/04/2023	Operating Expenses	0	0	(249,780)	0
			42,515	2,359,898	(2,359,898)	0

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 APRIL 2023

NOTE 13

EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2022-23 year is \$15,000 or 8.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
Revenue from operating activities						
Operating grants, subsidies and contributions	(882,320)	(39.44%) ▼			Grant milestone payments yet to be received	
Interest earnings	16,372	23.11% ▲	Higher interest rate			
Other revenue	44,055	20.29% ▲	Various incl sponsorship			
Expenditure from operating activities						
Employee costs	807,609	21.37% ▲	Timing			
Materials and contracts	1,116,997	26.61% ▲	Timing of works to be carried out			
Utility charges	84,856	22.62% ▲	Timing			
Other expenditure	235,801	82.09% ▲	Timing			
Investing activities						
Proceeds from non-operating grants, subsidies and contributions	(1,432,172)	(28.17%) ▼			Various grant funding timing over 12 months	
Payments for property, plant and equipment and infrastructure	5,368,284	49.40% ▲	Timing/Tenders in progress or yet to be undertaken.			
Financing activities						
Transfer to reserves	(55,151)	0.00% ▼			Not yet transferred	

Please refer to the compilation report

SHIRE OF LEONORA | 22

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

10.0 REPORTS

10.3 DEPUTY CHIEF EXECUTIVE OFFICER REPORTS

10.3.(B) ACCOUNTS FOR PAYMENT - MAY 2023

SUBMISSION TO: Ordinary Council Meeting
Meeting Date: 16th May 2023

AGENDA REFERENCE: 10.3.(B) MAY 23

SUBJECT: Accounts for Payment - May 2023

LOCATION/ADDRESS: Nil

NAME OF APPLICANT: Nil

FILE REFERENCE: Nil

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Lee-Anne Trevenen

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 8th May 2023

SUPPORTING DOCUMENTS: 1. Accounts for Payment - May, 2023

BACKGROUND

Attached statements consist of accounts paid by Delegated Authority totalling **\$1,388,970.13** since the previous council meeting consisting of:

- (1) Direct Bank Transactions numbered from **2786** to **2828** and totalling **\$70,271.10**;
 - a. Includes Credit Card Payments of **\$15,802.86** for **April, 2023**; and
- (2) Batch Payments **171, 172, 173, & 174**, totalling **\$954,044.94**; and
- (3) Business Activity Statement Payment for **March, 2023** and Payroll Payments from **Pay Periods Ending 04/04/2023, 18/04/2023 & 02/05/2023**, totalling **\$364,654.09**.

STATUTORY ENVIRONMENT

Local Government Act 1995 S6.10 & *Financial Management (1996)* Regulation 12 & 13 apply to how the information is to be presented within this report for authorisation by Council.

POLICY IMPLICATIONS

There are no policy implications resulting from the recommendation of this report.

FINANCIAL IMPLICATIONS

There are no financial implications resulting from the recommendation of this report.

STRATEGIC IMPLICATIONS

There are no strategic implications resulting from the recommendation of this report.

RECOMMENDATIONS

That Council accepts the accounts for payment, as detailed:

- (1) Direct Bank Transactions numbered from **2786** to **2828** and totalling **\$70,271.10**;
 - a. *Includes Credit Card Payments of \$15,802.86 for April, 2023; and*
- (2) Batch Payments **171, 172, 173, & 174**, totalling **\$954,044.94**; and
- (3) Business Activity Statement Payment for **March, 2023** and Payroll Payments from **Pay Periods Ending 04/04/2023, 18/04/2023 & 02/05/2023**, totalling **\$364,654.09**.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved: Cr RM Cotterill

Seconder: Cr RA Norrie

That Council accepts the accounts for payment, as detailed:

- (1) Direct Bank Transactions numbered from **2786** to **2828** and totalling **\$70,271.10**;
 - a. *Includes Credit Card Payments of \$15,802.86 for April, 2023; and*
- (2) Batch Payments **171, 172, 173, & 174**, totalling **\$954,044.94**; and
- (3) Business Activity Statement Payment for **March, 2023** and Payroll Payments from **Pay Periods Ending 04/04/2023, 18/04/2023 & 02/05/2023**, totalling **\$364,654.09**.

CARRIED (6 VOTES TO 0)



**Accounts for Payment
Presented to Council
16th May, 2023**

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

Accounts for Payment - April 2023 Credit Card Breakdown

Shire of Leonora					
Monthly Report – List of Credit Card Transactions Paid by Delegated Authority					
Submitted to Council on the 16th May, 2023					
The following list of accounts relate to Credit Card Transactions paid under delegation by the Chief Executive Officer, since the previous list of accounts. Payments detailed are from statements for April, 2023 as per Direct Bank Transaction 2829 totalling \$15,802.86.					
CHIEF EXECUTIVE OFFICER					
Reference	Date	Name	Item	Payment by Delegated Authority	Balance
CEO 04/23 (Card 3624)	31/03/2023	Whitehouse Hotel	Refreshments for Cactus Hunter group	84.40	84.40
	31/03/2023	Puma Energy	Fuel for P1	181.51	265.91
	03/04/2023	Rydges Kalgoorlie	Accommodation, meals and incidentals for councillors and guests attending Goldfields Charity Ball 2023	2,092.93	2,358.84
	03/04/2023	Comfort Inn Bay of Isles	Accommodation - P Craig - Esperance Meeting	328.00	2,686.84
	03/04/2023	Comfort Inn Bay of Isles	Refreshments - P Craig - Esperance Meeting	6.00	2,692.84
	03/04/2023	Comfort Inn Bay of Isles	Refreshments - P Craig - Esperance Meeting	10.00	2,702.84
	03/04/2023	Comfort Inn Bay of Isles	Refreshments - J Epis - Meeting Esperance	6.00	2,708.84
	03/04/2023	Comfort Inn Bay of Isles	Accommodation for J Epis - Esperance meeting	328.00	3,036.84
	03/04/2023	The Pier Hotel	Meals for P Craig & J Epis during Esperance trip for meeting	202.49	3,239.33
	03/04/2023	Ampol Esperance	Fuel for P1	129.29	3,368.62
	05/04/2023	Whitehouse Hotel	Refreshments - Cactus Hunters group	87.60	3,456.22
	06/04/2023	Whitehouse Hotel	Refreshments - Cactus Hunters volunteers	20.70	3,476.92
	06/04/2023	Whitehouse Hotel	Refreshments - Cactus Hunters Volunteers	77.90	3,554.82
	06/04/2023	Bizness Apps	Monthly hosting fee for Geocaching App - April, 2023	148.31	3,703.13
	06/04/2023	Coles Express Leonora	Fuel for P1	157.43	3,860.56
	17/04/2023	Civil Aviation Safety Authority	Fee for PAPI Wheel Clearance Approval Request for Leonora Airport	1,615.00	5,475.56
	17/04/2023	Foxtel	Phone & Foxtel for 35 Hoover Street - April, 2023	216.95	5,692.51
	18/04/2023	Nespresso Australia	Coffee Pods for Shire Office	249.00	5,941.51
	20/04/2023	Humanitix Limited	Tickets for outback on ice program - School Holiday Program	306.20	6,247.71
	21/04/2023	Whitehouse Hotel	Meals and Refreshments with MTM and MSS Group - Airport Runway Seal Investigation	271.70	6,519.41
	21/04/2023	Coles Express Leonora	Fuel for P1	214.72	6,734.13
	24/04/2023	JB Hi Fi Booragoon	Laptop, Phone & Accessories for incoming CEO	3,901.00	10,635.13
	28/04/2023	More Media Group Aust Pty Ltd	Shire of Leonora support in Young Diggers June 2023 Journal	880.00	11,515.13
	28/04/2023	National Australia Bank	Card Fee - April, 2023	9.00	11,524.13
Total CEO Card April, 2023				\$11,524.13	
DCEO 04/23 (Card 4580)	31/03/2023	Humanitix Limited	Outback on Ice Sessions - School Holiday Program	319.77	319.77
	03/04/2023	Home Migration Services	DAMA Application Fee - Visa Business Sponsorship Child Care Centre	2,669.21	2,988.98
	03/04/2023	Home Migration Services	DAMA Application Fee - VISA Business Sponsorship	257.68	3,246.66
	28/04/2023	National Australia Bank	Card Fee - April, 2023	9.00	3,255.66
Total DCEO Card April, 2023				\$3,255.66	
MWS 04/23 (Card 7478)	04/04/2023	Hyden Travel Stop	Fuel for P6	148.06	148.06
	11/04/2023	The Dog Line	Purchase of Dog Control Collar	120.00	268.06
	11/04/2023	Bunnings Building Supplies Pty Ltd	Plumbing and gardening maintenance supplies as required by Depot	165.71	433.77
	14/04/2023	McDonalds	Lunch - Travel to Kalgoorlie for goods collection	14.85	448.62
	24/04/2023	Catch	BBQ - Not required	1,550.00	1,998.62
	26/04/2023	Catch	Refund for BBQ (Not required)	-1,550.00	448.62
	28/04/2023	Resources Trading	Tools and parts for Depot	561.00	1,009.62
	28/04/2023	National Australia Bank	Credit card fee April 2023	9.00	1,018.62
Total MWS Card April, 2023				\$1,018.62	

Accounts for Payment - April 2023 Credit Card Breakdown

Reference	Date	Name	Item	Payment by Delegated Authority	Balance
Other Fees / Payments 04/23	06/04/2023	National Australia Bank	International Transaction Fee - Geocaching App March, 2023	4.45	4.45
	Total Other Fees/Payments April, 2023			\$4.45	
2829	03/05/2023	National Australia Bank	Shire Credit Cards for April, 2023	\$15,802.86	

Accounts for Payment - April 2023 Direct Bank Transactions

Shire of Leonora					
Monthly Report – List of Direct Bank Transactions Paid by Delegated Authority					
Submitted to Council on the 16th May, 2023					
The following list of accounts relate to Direct Bank Transactions paid under delegation by the Chief Executive Officer, since the previous list of accounts. Transactions are numbered from 2786 to 2828 and totalling \$70,271.10					
CHIEF EXECUTIVE OFFICER					
Transaction	Date	Name	Item	Payment by Delegated Authority	Balance
2786	11/04/2023	ANZ Smart Choice Super	Superannuation PPE: 3/04/2023	450.16	450.16
2787	11/04/2023	Australian Super	Superannuation PPE: 3/04/2023	2,965.73	3,415.89
2788	11/04/2023	Aware Super	Superannuation PPE: 3/04/2023	9,741.91	13,157.80
2789	11/04/2023	Christian Super	Superannuation PPE: 3/04/2023	73.50	13,231.30
2790	11/04/2023	CBUS	Superannuation PPE: 3/04/2023	543.79	13,775.09
2791	11/04/2023	Host Plus	Superannuation PPE: 3/04/2023	677.16	14,452.25
2792	11/04/2023	ING Superannuation Fund	Superannuation PPE: 3/04/2023	151.63	14,603.88
2793	11/04/2023	MTAA Superannuation Fund	Superannuation PPE: 3/04/2023	416.36	15,020.24
2794	11/04/2023	Rest Superannuation	Superannuation PPE: 3/04/2023	253.77	15,274.01
2795	11/04/2023	TWU Superannuation Fund	Superannuation PPE: 3/04/2023	1,395.56	16,669.57
2796	11/04/2023	Wealth Personal Super	Superannuation PPE: 3/04/2023	179.66	16,849.23
2797	17/04/2023	3E Advantage Pty Ltd	Fees & charges for printers March 2023	3,156.27	20,005.50
2798	20/04/2023	ClickSuper	Fee undercharged for Feb 2023	11.00	20,016.50
2799	21/04/2023	ClickSuper	Super fees March 2023	36.41	20,052.91
2800	24/04/2023	ANZ Smart Choice Super	Superannuation PPE: 17/04/2023	265.42	20,318.33
2801	24/04/2023	Australian Super	Superannuation PPE: 17/04/2023	2,785.54	23,103.87
2802	24/04/2023	Aware Super	Superannuation PPE: 17/04/2023	11,299.69	34,403.56
2803	24/04/2023	Christian Super	Superannuation PPE: 17/04/2023	73.50	34,477.06
2804	24/04/2023	CBUS	Superannuation PPE: 17/04/2023	510.89	34,987.95
2805	24/04/2023	Host Plus	Superannuation PPE: 17/04/2023	680.14	35,668.09
2806	24/04/2023	MTAA Superannuation Fund	Superannuation PPE: 17/04/2023	367.13	36,035.22
2807	24/04/2023	Rest Superannuation	Superannuation PPE: 17/04/2023	262.32	36,297.54
2808	24/04/2023	TWU Superannuation Fund	Superannuation PPE: 17/04/2023	1,108.27	37,405.81
2809	28/04/2023	National Australia Bank	Rec centre merchant fees March 2023	20.00	37,425.81
2810	28/04/2023	National Australia Bank	Childcare merchant fees February 2023	20.00	37,445.81
2811	28/04/2023	National Australia Bank	Events merchant fees March 2023	35.12	37,480.93
2812	28/04/2023	National Australia Bank	Info centre merchant fees March 2023	20.85	37,501.78
2813	28/04/2023	National Australia Bank	CRC merchant fees March 2023	22.31	37,524.09
2814	28/04/2023	National Australia Bank	Airport merchant fees March 2023	82.53	37,606.62
2815	28/04/2023	National Australia Bank	NAB connect fee Access and usage	54.73	37,661.35
2816	28/04/2023	National Australia Bank	Muni acct bank fees March 2023	49.30	37,710.65
2817	28/04/2023	National Australia Bank	Shire office/museum merchant fees March 2023	348.52	38,059.17
2818	01/05/2023	Westnet	Monthly hosting of CRC email address April 2023	11.00	38,070.17

Accounts for Payment - April 2023 Direct Bank Transactions

Transaction	Date	Name	Item	Payment by Delegated Authority	Balance
2819	05/05/2023	ANZ Smart Choice Super	Superannuation PPE: 2/05/2023	260.50	38,330.67
2820	05/05/2023	Australian Super	Superannuation PPE: 2/05/2023	3,261.59	41,592.26
2821	05/05/2023	Aware Super	Superannuation PPE: 2/05/2023	10,448.11	52,040.37
2822	05/05/2023	Christian Super	Superannuation PPE: 2/05/2023	66.15	52,106.52
2823	05/05/2023	CBUS	Superannuation PPE: 2/05/2023	543.79	52,650.31
2824	05/05/2023	Host Plus	Superannuation PPE: 2/05/2023	624.22	53,274.53
2825	05/05/2023	MTAA Superannuation Fund	Superannuation PPE: 2/05/2023	391.11	53,665.64
2826	05/05/2023	Rest Superannuation	Superannuation PPE: 2/05/2023	256.02	53,921.66
2827	05/05/2023	TWU Superannuation Fund	Superannuation PPE: 2/05/2023	526.62	54,448.28
2828	05/05/2023	Wealth Personal Super	Superannuation PPE: 2/05/2023	19.96	54,468.24
2829	03/05/2023	National Australia Bank	Credit Card Use April 2023	15,802.86	70,271.10
GRAND TOTAL				\$70,271.10	

Accounts for Payment - May 2023 Batch Payments 171 - 174

Shire of Leonora					
Monthly Report – List of Accounts Paid by Delegated Authority					
Submitted to Council on the 16th May, 2023					
<p>Batch Payments 171, 172, 173, & 174 totalling \$954,044.94 have been paid by delegated authority by the Chief Executive Officer and has been checked and are fully supported by remittances and duly certified invoices with checks being carried out as to prices, computations and costing. Bank Details are reconciled against those invoices by two officers.</p>					
CHIEF EXECUTIVE OFFICER					
Batch Ref	Date	Name	Item	Payment by delegated Authority	Balance
BP 171.01	17/04/2023	Air Liquide W.A. Ltd	Cylinder rental fee for Medical Centre 01/03/23 to 31/03/23	26.06	26.06
BP 171.02	17/04/2023	Bitz Batteries	Repair Wages. 2 batteries for grader	919.18	945.24
BP 171.03	17/04/2023	Calimo Pty Ltd	Construction of Leonora Ageing in Place Village Progress Claim #6	444,400.00	445,345.24
BP 171.04	17/04/2023	DG Burnside	Reimbursement of expenses Cactus Hunters trip to Leonora March 28th - April 5th, 2023	3,923.18	449,268.42
BP 171.05	17/04/2023	Donovan Payne Architects	Leonora Ageing in Place Village progress claim	8,965.00	458,233.42
BP 171.06	17/04/2023	Doug Beaton	Liquid nitrogen for Doctors 31/03/2023	30.14	458,263.56
BP 171.07	17/04/2023	Galaxy Embroidery and Printing	Stickers for resale Gwalia museum	1,039.50	459,303.06
BP 171.08	17/04/2023	Horizon Power	Power & Supply charges - Street lights- 01-03-23 to 31-03-23	5,842.39	465,145.45
BP 171.09	17/04/2023	In A Box Holdings Pty Ltd	Web hosting 12 months April 2023 to April 2024 - Leonoragoldengift.com	150.00	465,295.45
BP 171.10	17/04/2023	Leonora Motor Inn	Accommodation for Gwalia Cactus Haters 28th March to 5th April, 2023	2,320.00	467,615.45
BP 171.11	17/04/2023	Mammoth Security Pty Ltd	Alarm Monitoring/ Surveillance - Bowls club & Rec Centre	551.86	468,167.31
BP 171.12	17/04/2023	Moore Australia	Accounting and Compliance work for March, 2023	26,782.56	494,949.87
BP 171.13	17/04/2023	Natural Gold Nuggets & Jewellery	Merchandise for resale at Gwalia Museum	1,146.09	496,095.96
BP 171.14	17/04/2023	Nisbets Australia Pty Ltd	Induction Hob for Hoover House as per quote #9270278	1,276.44	497,372.40
BP 171.15	17/04/2023	PFD Food Services Pty Ltd	Consumables for Hoover House	658.85	498,031.25
BP 171.16	17/04/2023	Pier Street Medical	Medical Services Provisional Fee and Admin Support Payment 01/04/23 to 30/06/23	69,729.70	567,760.95
BP 171.17	17/04/2023	Prime Media Group Ltd	Promoting Leonora TV Advertising March 2023	1,085.70	568,846.65
BP 171.18	17/04/2023	Recycled Mats.	Various mats for CRC	639.47	569,486.12
BP 171.19	17/04/2023	TAPS Industries Pty Ltd	Investigate and repair water leaks at the "White House" at Gwalia - Nola Davis	1,756.70	571,242.82

Accounts for Payment - May 2023 Batch Payments 171 - 174

Batch Ref	Date	Name	Item	Payment by delegated Authority	Balance
BP 171.20	17/04/2023	Team Global Express Pty Ltd	Freight charges Admin office (EHO testing)	31.99	571,274.81
BP 171.21	17/04/2023	Telstra	Fees and Charges 21/03/23 to 21/04/23 and Directory Charges	8,127.72	579,402.53
BP 171.22	17/04/2023	Tourism Council Western Australia	2023 Membership Upgrade - Visitors Centre	1,331.00	580,733.53
BP 171.23	17/04/2023	Win Television WA-	Gwalia advertising on 9 GEM and 9 GO	723.80	581,457.33
Total - Batch Payment 171				581,457.33	
BP 172.01	21/04/2023	AFGR Equipment Australia Pty Ltd	John Deere Grader 60,000 hours service	3,196.59	3,196.59
BP 172.02	21/04/2023	Australia's Golden Outback	Prime Mentoring Program - Kerry and Kayla	357.50	3,554.09
BP 172.03	21/04/2023	Bunnings Building Supplies Pty Ltd	Assorted materials for Shire buildings	865.67	4,419.76
BP 172.04	21/04/2023	Cockburn Cement Limited	2 pallets of rapidset	1,050.28	5,470.04
BP 172.05	21/04/2023	Combined Tyres	Tyres for P857 (fuel trailer)	1,182.50	6,652.54
BP 172.06	21/04/2023	Construction Training Fund-	Building and Construction Training Fund Levy 28/22	19,287.32	25,939.86
BP 172.07	21/04/2023	Dave Hadden	Reimbursement for fuel purchase	164.92	26,104.78
BP 172.08	21/04/2023	Des Taylor	Dog Control Expenses. dog food for yard dog	99.99	26,204.77
BP 172.09	21/04/2023	Eagle Petroleum (WA) Pty Ltd	Fuel storage unit and oil pump for grader camp	77,601.70	103,806.47
BP 172.10	21/04/2023	Elite Gym Hire	Gym Equipment Hire for the Month of May 2023	1,499.74	105,306.21
BP 172.11	21/04/2023	GTN Services	Service and repairs for P2	362.59	105,668.80
BP 172.12	21/04/2023	Harvey Norman AV/IT Kalgoorlie	Replacement fridge for 11 B Walton Street	1,190.00	106,858.80
BP 172.13	21/04/2023	IBR Electrical and Security	CCTV Trailer	13,860.00	120,718.80
BP 172.14	21/04/2023	Jim Epis -	Reimbursement for duplicate infringement notices	200.00	120,918.80
BP 172.15	21/04/2023	Lambron Contracting Pty Ltd.	Wet Hire of 140 Grader @ \$209.00 per hour for Old Agnew	47,181.75	168,100.55
BP 172.16	21/04/2023	Luck Thai Cleaning	Cleaning of Shire buildings 27/03/23 to 09/04/23	6,954.75	175,055.30
BP 172.17	21/04/2023	Magnum Road Maintenance - MRM	Supply Grader Operator for Maintenance Grading on Various Shire Roads	4,356.00	179,411.30
BP 172.18	21/04/2023	Modern Teaching Aids Pty Ltd	Craft supplies for Mothers Day at LELC	111.43	179,522.73
BP 172.19	21/04/2023	Northern Goldfields Electrical Pty Ltd	Hoover House Maintenance As per Quote: QU-0205	2,068.44	181,591.17
BP 172.20	21/04/2023	Office National Kalgoorlie	Stationery and craft supplies for Admin and LELC	279.70	181,870.87
BP 172.21	21/04/2023	Outback Parks&Lodges	Travel and Accommodation. bring CCTV camera trailer to Leonora	209.00	182,079.87
BP 172.22	21/04/2023	PFD Food Services Pty Ltd	Consumables for Hoover House	647.80	182,727.67
BP 172.23	21/04/2023	Sally Cronin.	Reimbursement - washing machine and dryer	400.00	183,127.67
BP 172.24	21/04/2023	Skippers Aviation Pty Ltd	Flights from Perth to Leonora - Ty Matson	437.00	183,564.67

Accounts for Payment - May 2023 Batch Payments 171 - 174

Batch Ref	Date	Name	Item	Payment by delegated Authority	Balance
BP 172.25	21/04/2023	Telstra	Camping requisites - Grader camp satellite phones	180.00	183,744.67
BP 172.26	21/04/2023	Tradelink Pty Ltd	Plus and waste PVC for grader camp 1TSX 221	31.37	183,776.04
BP 172.27	21/04/2023	Vanguard Press	Freight and Handling of Northern Goldfields Tourism Maps and Brochures	202.16	183,978.20
BP 172.28	21/04/2023	Wajon Publishing Company	Brochures for Gwalia Museum	715.00	184,693.20
BP 172.29	21/04/2023	Xstra Group Pty Ltd	PABX Hosting Provision and Support per Extension and Rental Service March-May	508.26	185,201.46
Total - Batch Payment 172				185,201.46	
BP 173.01	28/04/2023	Golden City Motors.	Toyota Landcruiser as per deal ID 5472 - 1HPL 128	119,880.00	119,880.00
Total - Batch Payment 173				119,880.00	
BP 174.01	01/05/2023	123 Drive With Me	Driving Lessons- Menzies - April	2,409.00	2,409.00
BP 174.02	01/05/2023	Bunnings Building Supplies Pty Ltd	Storage cube shelves for Library/Info centre	937.51	3,346.51
BP 174.03	01/05/2023	Canine Control	Ranger Service for 16th, 17th & 18th April, 2023 PLUS Microchip	4,270.20	7,616.71
BP 174.04	01/05/2023	Chefmaster Australia	Street Cleaning. 8 cartons 100ltr.1 120 ltr.1 80ltr.	1,193.63	8,810.34
BP 174.05	01/05/2023	City Of Kalgoorlie/Boulder	Job support hub BBQ Feb 2023	125.60	8,935.94
BP 174.06	01/05/2023	Coates Hire	Roller hire for Old Agnew road works	15,909.25	24,845.19
BP 174.07	01/05/2023	Construction Training Fund-	BCITF Levy for BL 29/22 & 30/22	1,553.50	26,398.69
BP 174.08	01/05/2023	Core Business Australia	Leonora Staff Accommodation Procurement Claim #2	1,952.54	28,351.23
BP 174.09	01/05/2023	ESB Consultancy	Software computer development & training April 18th, 19th, 20th 2023	4,426.40	32,777.63
BP 174.10	01/05/2023	Front Runner Sports	Coaching Clinics & Education - Golden Gift 2023	6,050.00	38,827.63
BP 174.11	01/05/2023	Hersey's Safety Pty Ltd	Parts and consumables for depot	2,343.68	41,171.31
BP 174.12	01/05/2023	Horizon Power	Power and Supply charges 17/02/23 to 20/04/23 - Public Toilets	460.14	41,631.45
BP 174.13	01/05/2023	Ian Culbertson.	Reimbursement - Parts for gardens	22.40	41,653.85
BP 174.14	01/05/2023	Kleenheat Gas	Gas bottles for Hoover House & 29 Hoover Street	411.55	42,065.40
BP 174.15	01/05/2023	Leinster Sport & Recreation Association	Financial support offered to LSRA to enable purchase of Kids Auskick Uniforms	2,000.00	44,065.40
BP 174.16	01/05/2023	Leonora Motor Inn	Accommodation for K Crouch (School Holiday Program)	604.00	44,669.40
BP 174.17	01/05/2023	Magnum Road Maintenance - MRM	Supply Grader Operator for Maintenance Grading on Various Shire Roads	5,082.00	49,751.40

Accounts for Payment - May 2023 Batch Payments 171 - 174

Batch Ref	Date	Name	Item	Payment by delegated Authority	Balance
BP 174.18	24/04/2023	Road:Darlot Road	Supply Grader Operator for Maintenance Grading on Various Shire Roads	2,640.00	52,391.40
BP 174.19	01/05/2023	Mammoth Security Pty Ltd	Security/monitoring for Shire facilities	503.20	52,894.60
BP 174.20	01/05/2023	MLG OZ Pty Ltd	Depot Maintenance. cracker dust for storage to be used around town	2,398.09	55,292.69
BP 174.21	01/05/2023	Netlogic Information Technology	Various consulting for Shire buildings alongside ONK	607.50	55,900.19
BP 174.22	01/05/2023	Northern Goldfields Electrical Pty Ltd	Repair damaged electrical cable to pump at Hoover House	595.10	56,495.29
BP 174.23	01/05/2023	Office National Kalgoorlie	Printing and Stationery - Admin & Craft and facility supplies LELC	80.03	56,575.32
BP 174.24	01/05/2023	Outback Parks&Lodges	Accommodation for Ranger & CCTV trainer	748.00	57,323.32
BP 174.25	01/05/2023	PFD Food Services Pty Ltd	Catering supplies for Hoover House	1,839.13	59,162.45
BP 174.26	01/05/2023	Team Global Express Pty Ltd	Freight as required for admin, depot and library	114.93	59,277.38
BP 174.27	01/05/2023	Telstra	Phone and internet charges for J.G.Epis Centre	2,511.17	61,788.55
BP 174.28	01/05/2023	Total Asphalt & Traffic Management	Asphalt as per quote 215LT23	756.47	62,545.02
BP 174.29	01/05/2023	Veritas Engineering Pty Ltd	Application for ASIC - P Warner & T Matson	618.90	63,163.92
BP 174.30	01/05/2023	Warren Neil Roper	Consumables for Grader Camp - 11/04/2023	631.74	63,795.66
BP 174.31	01/05/2023	Western Australian Local Government Ass.	Staff training (e-learning) - Stakeholder & Community Engagement Officer	484.00	64,279.66
BP 174.32	01/05/2023	Wurth Australia Pty Ltd	Restocking tools and parts for Depot	3,226.49	67,506.15
Total - Batch Payment 174				67,506.15	
GRAND TOTAL				954,044.94	

Accounts for Payment - May 2023 BAS & Payroll Liabilities**Shire of Leonora****Monthly Report – List of Accounts Paid by Delegated Authority****Submitted to Council on the 16th May, 2023**

The following list of accounts has been paid under delegation by the Chief Executive Officer, since the previous list of accounts. Transactions contain Business Activity Statement for March, 2023 & Payroll Liability payments since the previous list of accounts paid by Delegated Authority totalling **\$364,654.09**

CHIEF EXECUTIVE OFFICER

Cheque	Date	Name	Item	Payment by Delegated Authority	<i>Balance</i>
PL02052023	04/05/2023	Shire of Leonora	Payroll deductions PPE: 2/05/2023	1,956.92	1,956.92
PL04042023	05/04/2023	Shire of Leonora	Payroll deductions PPE: 3/04/2023	1,956.92	3,913.84
PL18042023	20/04/2023	Shire of Leonora	Payroll deductions PPE: 17/04/2023	1,956.92	5,870.76
PPE01052023	02/05/2023	Shire of Leonora	Salaries & wages PPE: 01/05/2023	95,630.33	101,501.09
PPE17042023	18/04/2023	Shire of Leonora	Salaries & wages PPE: 17/04/2023	94,343.00	195,844.09
BAS032023	18/04/2023	ATO	BAS March 2023	168,810.00	364,654.09
GRAND TOTAL				364,654.09	

ORDINARY COUNCIL MEETING MINUTES

16 MAY 2023

10.0 REPORTS

10.4 ENVIRONMENTAL HEALTH OFFICER REPORTS

Nil

10.0 REPORTS

10.5 ELECTED MEMBERS REPORTS

Nil

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12.0 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

13.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

13.1 ELECTED MEMBERS

Nil

13.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

13.2 OFFICERS

Nil

14.0 MEETING CLOSED TO PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

14.0 MEETING CLOSED TO PUBLIC

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

15.0 STATE COUNCIL AGENDA

Nil

16.0 NEXT MEETING

Tuesday 20th June 2023

17.0 CLOSURE OF MEETING

There being no further business, the Chairperson, Shire President, Cr PJ Craig declared the meeting closed at 11:09am.